

SAN ANTONIO AUTO SHOW NOVEMBER 9-12

EXHIBITOR KIT &
ACTION ITEM CHECKLIST



San Antonio
Auto & Truck Show

saautoshow.com

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Aftermarket Expo General Show Information

- **PUBLIC SHOW DATES:**
THURSDAY, NOVEMBER 9 – SUNDAY, NOVEMBER 12
- **SHOW HOURS:**
THURSDAY | 2:00 P.M. – 8:00 P.M.
FRIDAY | 2:00 P.M. – 10:00 P.M.
SATURDAY | 10:00 A.M. – 10:00 P.M.
SUNDAY | 11:00 A.M. – 7:00 P.M.
- **LOAD-IN / LOAD OUT:**
SEE NEXT PAGES FOR VERY IMPORTANT DETAILS!
- **VENUE ADDRESS:**
HENRY B. GONZALEZ CONVENTION CENTER
900 E. MARKET ST., SAN ANTONIO, TEXAS 78205
VENUE PHONE NUMBER 210-207-8500 – NOT SHOW OFFICE
- **SHOW MANAGEMENT:**
SAN ANTONIO AUTOMOBILE DEALERS ASSOCIATION
16030 VIA SHAVANO SAN ANTONIO, TEXAS 78249
210-732-9647 PHONE | 210-732-3923 FAX | WWW.SAAUTOSHOW.COM
- **AFTERMARKET EXPO MANAGEMENT:**
FIERCE ENDEAVORS
OFFICE PHONE: 254-375-2260
MATT SCHULTE - 713-553-5735 CELL
PAM GARZA - 214-675-4876 CELL
- **ON-SITE AFTERMARKET EXPO OFFICE:**
INSIDE THE AFTERMARKET EXPO HALL **(HALL 3) UP THE ESCALATORS**
NEAR THE LOAD-IN DOCK DOOR
- **ON-SITE SHOW MANAGEMENT OFFICE:**
SEE AFTERMARKET EXPO MANAGEMENT **(ABOVE)**
FOR ANY SHOW QUESTIONS OR ISSUES BEFORE CONTACTING OVERALL SHOW
MANAGEMENT IN ROOM 220, UP THE ESCALATORS IN THE LOBBY

Aftermarket Expo Load-in:

Do the math with us... Over 100 Aftermarket Expo exhibitors, 13 hours of load-in and a single dock door equals. **An average of 8 minutes per exhibitor.**

You can see why we all must cooperate and follow the rules for everyone to have a chance to get loaded in and set up on schedule. Remember, the best time to load in is between 8a.m and 10a.m. each day to avoid long lines at the check-in table.

Load-in Hours:

Tuesday, November 7, 2017

Check-in 8:00a.m. – 5:00 p.m. (No Late Check-in!)

(With load/in & set-up continuing until 6:00pm)

Wednesday, November 8, 2017

Check-in 8:00 a.m. – Noon (No Late Check-in!)

(With load-in until 2:00pm and set up until 3pm SHARP)

**NO THURSDAY CHECK IN OR LOAD IN UNDER ANY CIRCUMSTANCES
NO REFUNDS FOR LATE EXHIBITORS.**

All exhibits must be 100% show ready & free of debris by 3:00 p.m. Wednesday at which time professional promotional photos will be taken of each exhibitor's space. We will also clear the hall in order to prepare for the evening preview party and the next morning's media day. **Exhibitors will not have access to the hall after 3:00 Wednesday until Thursday, November 9th one hour prior to show opening.** Therefore, do not plan on finishing your set up on Thursday morning as the hall is locked for media morning! Remember, your exhibit must look entirely "show ready" Wednesday by 3 p.m.

- All exhibitors **MUST** check-in at the Aftermarket Check-in Office located at the back of Convention Center (follow signs).
- Load-in wristbands for admission to exhibit hall will be issued only to exhibitors with complete files. No one will be admitted to the hall without a wristband.
- Load-in parking/staging area is directly across from the Aftermarket Check-in office at the back of the Convention Center.
- Lines move much more quickly first thing in the mornings. Arrive early!
- Expect & plan for lines Tuesday 2-5 and Wednesday after 11 a.m.
- No vehicle will be permitted inside the hall unless it is a display vehicle to remain in place throughout the show. Parking behind the Convention Center will be very time limited so plan to bring dollies, carts, and extra hands. No dollies or carts are available for rent or loan so bring what you will need to load-in quickly from the parking area behind the hall.
- Display vehicles must arrive with significantly less than ¼ (a quarter) tank of gas to pass fire marshal inspection.

- Keep all aisleways clear at all times! Do not, even temporarily, place ANY items outside your designated Exhibit Space. This includes boxes, trash, furniture, exhibit building components, tools, or any other item.
- Please be sure to carefully read the Load-in/Load-out section of the Aftermarket Expo Rules and Regulations below for further details.

Aftermarket Expo Load-out:

- Sunday, November 12, 2017. Tear down, pack up, and Load-out begins immediately following the close of the public show at 7:00 p.m. **NOT BEFORE!** Deadline for removal of all vehicles, exhibits, and property is 11:59 p.m. Sunday, November 12, 2017 - no exceptions. Property remaining after 11:59 p.m. will be deemed refuse and will be forfeited by Exhibitor, no exceptions. Only Matt Schulte, Pam Garza or Courtney DeLee are authorized to extend this deadline to select exhibitors with large displays.
- Please carefully read the Load-in/Load-out section of the Aftermarket Expo Rules and Regulations below for further details.

Show Credentials:

Wristbands are good for admission on load-in days only. On show days, to enter the exhibit hall at any time, exhibit staff must have one of three things:

- Be wearing an exhibitor lapel pin which you receive at check in and which you do not forfeit to the ticket taker.
- **Or** present an Exhibitor Pass which you will receive at check-in and which you do forfeit to the ticket taker.
- **Or** present a regular purchased ticket which you can buy at the ticket counter throughout the show.

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Your Exhibitor Space purchase includes:

- Each 10x10 booth receives 1 pin and 8 Exhibitor Passes at check-in.
- Exhibitors with exhibit spaces larger than a 10 x10 (10 x 20 and larger) receive 2 pins and 10 Exhibitor Passes.
- Additional Exhibitor Passes may be purchased during load-in by the lead exhibitor for a discount of \$6.00 per pass. Exhibitor Passes are good for exhibit staff ONLY.

Required Certificate of Insurance (COI):

All Exhibitors are required to submit a valid Certificate of Insurance. Information on this requirement and a link to purchase insurance if you chose not to use your own insurance company can be found in a one-page document at the bottom of this Exhibitor Kit or at: www.saautoshow.com/AftermarketExpo/ExhibitorInsurance

Aftermarket Expo Exhibitor Included Services:

- Gray carpet in all exhibit spaces and aisles.
- Pipe & drape as needed with show approval.

Additional Services For Purchase:

TO ORDER ADDITIONAL SERVICES:

- **Electrical Service:**
Freeman Decorating | Doug Hester | **210-227-0341**
(If you do not have an Exhibit Space number use your company name.)
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- **Telephone & Internet:**
Smart City | Exhibitor Services | **888-446-6911**
(No Exhibitor Wi-Fi personal hot spots permitted)
- **Security:**
CYROD Consulting | Joe Rodriguez | **210-887-6015**
(Exhibitor specific security for monitoring vehicles, crowd control, etc.)
- **Audio/Visual Services:**
PSAV Presentation Services | Omar Zamora | **210-417-4095**
- **Floral:**
Convention Foliage | Irene Konzal | **210-637-7229**
(Auto Show discounted floral packages available.)

Order Forms for these services can be found attached to the bottom of this Exhibitor Kit or at: www.saautoshow.com/AftermarketExpo/ExhibitorServices

Aftermarket Exhibitor Rules and Regulations:

- Show Management = San Antonio Automobile Dealers Association, DBA the San Antonio Auto and Truck Show (and Fierce Endeavors, LLC as show representative)
- Exhibitor Agreement = Signed and fully executed agreement between Show and Exhibitor
- Venue = Henry B. Gonzalez Convention Center

- Complete File = Fully executed Exhibitor Agreement, Payment in full, a valid Certificate of Insurance, and if required, a valid Sales Tax Permit.
- Exhibitor = Individual or Company with a complete Exhibitor file
- Exhibit Space = Portion of the exhibit halls at Show due to the Exhibitor per Exhibitor Agreement
- Products and Services = Product or services sold or promoted by Exhibitor at Show and listed on Exhibitor Agreement Show Management welcomes those Exhibitors to participate in the Show who abide by the following rules and regulations:

General and Legal

Terms and Conditions of Agreement: Exhibitor must abide by all the Terms & Conditions of the Exhibitor Agreement. Any violation of Exhibitor Agreement or Exhibitor Terms and Conditions by Exhibitor or Exhibitor's representative will be cause for Show Management to terminate without refund Exhibitor's right to use Exhibit Space. Exhibitor Terms and Conditions can be found at:

www.saautoshow.com/AftermarketExpo/TermsandConditions

Deadline for complete file: Exhibitor must submit everything necessary to complete their Exhibitor file no later than October 15, 2017 (This includes a signed Exhibitor Agreement, a valid Certificate of Insurance, payment in full, and if required, a valid sales tax certificate.)

Sharing and/or subletting Exhibit Space: Sharing and/or subletting of Exhibit Space is strictly prohibited. Per the Exhibitor Agreement, the Exhibit Space is granted solely to the Exhibitor named in the Agreement and may not be assigned in whole or in part to any other individual or company.

Follow all applicable laws: Each Exhibitor is responsible to understand and comply with all applicable local, state, and federal laws and ordinances governing its participation in Show.

Sales Tax: If Exhibitor will be performing monetary transactions during Show, including but not limited to cash, check, debit card, credit card, PayPal, or any other exchange of funds for products or services, the Exhibitor must possess a current and valid Texas Sales Tax Permit number prior to the start of the Show and provide Show Management with a copy of such permit. The sales tax rate is subject to change and it is the sole responsibility of the Exhibitor to be aware of and comply with the State Comptroller's Office (1-800-252-5555 or www.cpa.state.tx.us/taxinfo/sales). Exhibitor is solely responsible for collecting and remitting all sales tax due to all taxing authorities.

Report all injuries and accidents: All accidents, incidents, serious illness and/or injuries involving or occurring in Exhibitor's Exhibit Space, or as it relates to any person inside the Exhibitor's Exhibit Space or adjacent aisles must be reported immediately to Show Management. This rule applies regardless of the person's relationship with the Exhibitor, the Show, or the Venue and/or whether or not first responders or venue staff has been alerted and involved.

Damages to other's property: Exhibitors shall be liable for any and all damages to the Venue, any property other than Exhibitor's own property, and/or to another exhibitor's or another company's space or property.

Performance or broadcast of music protected by copyright or licensing agreements: Exhibitor will not produce, perform, or broadcast any music protected by copyright or license agreements without obtaining rights from music licensing organizations.

Food and beverage sales and sampling: The Venue has an exclusive concessionaire with license to sell and handle food and beverage at the Show. Exhibitors are not allowed to sell or offer complimentary food or beverage items to attendees unless pre-approved in writing by Show Management and approved by the Venue. Drinking fountains and water coolers, other than those permanently installed in the Venue, are not permitted.

Advertising: All advertising by Exhibitors in connection with their participation in Show must be true and correct in all respects. Exhibitors may not make deceptive or misleading claims or representations. Exhibitors must have prior written approval from Licensor for the use of the official Show logo.

Broad discretion: Show management maintains broad discretion to enforce all Rules and Regulations of the Show. Show management may ask persons in violation of these provisions to leave the Show and will notify Exhibitor of such actions. Any matter not specifically covered by Exhibitor Agreement or these Exhibitor Rules and Regulations is subject to the sole discretion of Show Management.

Load-in & Load-out:

Load-in and Load-out: Exhibitors must follow all Load-in and Load-out guidelines as outlined above.

Fire Inspection of display vehicles: All display vehicles must be inspected and approved by a fire inspector prior to entering Venue. Vehicles must have less than 1/4 (ONE QUARTER) tank of gas. Upon approval for entry into Venue, ALL gas caps must be locked or taped to prevent opening. Once vehicles are in place, all batteries must be disconnected and leads taped. Inverters are allowed provided they meet approval of exclusive electrical contractor. See note regarding vehicle keys in Display Vehicle section above.

No children allowed: No person under the age of 18 years old shall be permitted inside Venue during load-in, load-out, or during any hours outside public show hours as listed above.

Food and drink during Load-in and Load-out: No concessions are available during load-in and load-out so please plan accordingly. No food or drink (other than water) may be consumed or present inside the Exhibit Hall during load-in or load-out. Show Management understands these are long days but to insure the safety of others as well as to protect property from damage, all food and drink must be consumed outside the exhibit halls.

No-show Exhibitors: Exhibitors who fail to check-in or load-in during above stated hours will not be permitted to be a part of the Show and will not be issued a refund of any kind in any amount.

Failure to set up completely: If an Exhibitor checks in and drops off exhibit materials and/or display components into their space but has not begun to build and/or set up their exhibit by two hours prior to the end of load-in, Show Management will hire show providers to erect the exhibit and Exhibitor will be billed for the charges incurred. Show Management and their representatives shall not be liable for damages that may occur during this installation and/or set up. All charges incurred by the Exhibitor due to late check-in/set-up must be paid in full prior to participation in Show.

Security during Load-in and Load-out: Show Management is not responsible for Exhibitor's property throughout all days and times of load-in and load-out. Show Management strongly recommends Exhibitor provide Exhibitor representatives to monitor property throughout load-in and load-out. Show Management nor its representatives, nor contracted companies assume responsibility for property left unattended. Exhibitor or Exhibitor's representative should remain with any property to be shipped until secured and accepted by freight carrier.

Leave Exhibit Space as found: Upon load-out, Exhibitors must restore their Exhibit Space to the same condition as it was before the Show.

Exhibit Staff Conduct

Staffing of Exhibit Space: At Exhibitor's expense, Exhibit Space must be staffed 30 minutes prior to the beginning of public show hours each show day as well as during all public show hours. Exhibits may not be unstaffed at any time during public show hours. Staff attire: All persons representing Exhibitors must be properly and professionally attired at all times. Any departure from professional attire must be approved in writing by Show Management.

Exhibit Staff departure on Show Days: No Exhibit Space is to be vacated by last staff member until the show has officially closed and the public has left the building. Early departure by staff (i.e. unstaffed Exhibit Space) is grounds for dismissal from the remainder of the Show without refund.

Engaging attendees: Exhibit staff may not leave their Exhibit Space in order to engage attendees in any way. Also, Exhibit staff may not engage an attendee who is within another Exhibitor's space.

Interrupting fellow Exhibitors: Exhibitors may not interrupt or otherwise distract attendees in the aiseways if another Exhibitor has already engaged that attendee in conversation.

Stopping attendees in the aiseways: Exhibit staff may not stop attendees in the aiseways in such a way as to impede the flow of traffic but rather should invite attendees inside their Exhibit Space to continue a conversation.

Identifying competitors: Exhibitors may not identify by any way or means (verbally, in writing, nor by graphics) a specific competitor for the purpose of comparisons or for any other purpose.

Distributing competitor literature: Distribution or display of materials showing product or services, written materials or other content from a company other than Exhibitor is prohibited.

Food and drink in Exhibit Space: Food and drink other than water may not be consumed or visible in Exhibit Space.

Alcoholic beverages: Exhibit Staff and Exhibitor representatives may not consume alcoholic beverages during show hours or on show property.

Smoking and smoking alternatives: Exhibit Staff may not smoke nor use smoking alternatives such as chewing tobacco or electronic cigarettes within Exhibit Space nor in the Exhibit halls at any time. Smoking and smoking alternatives by Exhibit staff is permitted only in those areas specifically designated by the Venue.

Exhibit Space and Displays

Exhibit and display materials: All installation, equipment, and material used in connection with the Exhibit and displays must comply with all requirements of local, state, and federal laws, rules, and regulations.

Flame retardant displays: All Exhibits and display components must be flame retardant. The Fire Marshal, at his or her discretion, may require an exhibitor to provide proof of flame retardant building materials.

Exhibit electrical: All electrical must be handled by Show exclusive provider. No exceptions. (See "Additional Services for Purchase" at the bottom of page 6) Electrical signs and equipment must be wired to meet specifications of local Fire Underwriters Inspections Bureau and IEEE. Sharing of electrical services is considered theft and will not be tolerated.

High standard of quality: All displays and exhibits shall reflect a high standard of quality. Keep Exhibit Space clean: Exhibitors must maintain their Exhibit Space in neat, clean, and safe condition at all times. Exhibitors shall not post, nail or otherwise attach any item to columns, walls, floors or furniture in Venue without prior written approval of Licensor and Venue.

Columns and/or poles: Columns or poles located within the Exhibit Space are the responsibility of Exhibitor. Columns may be covered or decorated, with prior written approval and must conform to Venue and fire marshal/fire department policies. Columns containing firefighting apparatus may not be covered and must remain fully accessible at all times. Displays, vehicles, and signs may not be placed in such a way as to obstruct firefighting apparatus.

Ropes and barricades: Exhibitor may not impede the flow of attendees by the use of barricades or ropes. Entire Exhibit Space may be roped off only with prior written approval of Show Management. The costs of any ropes or barricades to protect Exhibitor property are the sole responsibility of Exhibitor.

Limits of Exhibit display: All Exhibit displays and materials must remain at all times within the Exhibit Space boundaries and may not at any time impede the flow of foot traffic through the aiseways. (This includes throughout load-in and load-out.) The Fire Marshal will routinely patrol the show to insure constant and continued clear aiseways.

Signs and banners: Signs and banners Exhibitor would like to suspend from the ceiling of the Venue must be provided by Exhibitor. A photo or rendering must be sent and approved in writing by Show Management prior to the Show.

For the safety of the general public, all Exhibitors must utilize Show exclusive providers to hang any signs or banners to be suspended in the venue and the cost to hang signs and banners will be at the sole expense of the Exhibitor.

Location of signs and display properties: Signs and display properties must be placed at least 3 feet from neighboring exhibits and at least 18 inches from any aisleway. Show Management may require additional clearances for any display property believed to be an excessive obstruction. It is the responsibility of each Exhibitor to obtain approval from Show Management for any deviation or interpretation of these rules prior to installation.

Floor coverings: Carpet is provided by Show Management as a part of all paid Exhibit Space. Floor coverings may not be adhered to the floor in such a way to damage or deface the venue floor. Floor coverings may not be installed as to be a hazard to public safety. Each Exhibitor is responsible for the final condition of the floor in its Exhibit Space. If any Exhibitor notes any issue or has a concern with the Show provided floor covering, Show Management should be notified immediately. Exhibitor supplied floor coverings may be used only with the prior written approval of Show Management.

Exhibits with moving components: Moving mechanism in operation may not be displayed if noisy or objectionable to Show Management. All moving mechanisms must be adequately protected by the Exhibitor to prevent injury to any person. Lubrication systems and parts must be drained or treated so that lubrication will not drip onto the floor or otherwise damage the building or carpet.

Strobe and blinking lights: The use of strobe or blinking lights by Exhibitors is forbidden. Helium: Helium is prohibited in Venue. Air-filled inflatables are permitted.

Decals and stickers: Decals and/or stickers may not be offered to attendees free of charge. Exhibitors may sell or include them with purchase of another item. Exhibitors are responsible for the cost of removal of stickers or decals and damages, if any, caused by stickers determined by Show Management or the Venue to have been distributed by Exhibitor (regardless of who placed the stickers).

Exhibit and/or display maximum height: The maximum height of Aftermarket Expo Exhibits is 8 feet for Exhibit Spaces less than 400 square feet and 18 feet for exhibit spaces 400 square feet and greater. All Exhibits must be capable of standing by themselves and supporting wires of any kind are not permitted.

Approved products and services: Exhibitors may only display and/or sell products and services which it sells in its' normal course of business and which is listed specifically on the fully executed Exhibitor Agreement. Failure to do so may result in forfeiture of Exhibit Space.

Counterfeit products: Exhibitors may not display or sell knock-off or counterfeit products. Show Management reserves the right to immediately confiscate any property it deems to be counterfeit or knock-off items and reject Exhibitor from Show without any refund whatsoever.

Audio and visual displays/broadcasts: Special promotional extensions or media conversion, including those involving projected images and/or speakers and sound presentations, must be approved in writing by Show Management prior to the Show. For the comfort of attendees and for the sake of other Exhibitors effective use of their own Exhibit Space, Show Management may ask Exhibitors to restrict noise levels.

Maintaining a family-friendly show: Exhibitors may display, broadcast, distribute, sell and/or promote only family-friendly content as determined by Show Management. Exhibitors and Exhibitor Staff must present themselves both physically and verbally in a family-friendly manner at all times. Show Management will exclude or require removal of, or physically remove, anyone or anything it deems not suitable for the show.

Games of chance: Games of chance for entertainment purposes only and in which prizes are won but no monetary exchange takes place, are permitted and encouraged. Paid Exhibitors may not offer games of chance in which any monetary exchange takes place including those for charitable organizations and/or purposes.

Charging or requiring deposits for appointments: Exhibitors may not charge for nor require or take deposits of any kind or in any amount in exchange for the setting of appointments or the for the exchange of information.

Display Vehicles

(Show Cars, Show Trucks, & other Show Vehicles)

No moving display vehicles after load-in: Display Vehicles must be displayed in the same location and manner during the entire public run of Show. Vehicles must be brought in and placed into permanent display location within Exhibit Space only during Load-in hours listed above and may not be covered-up from public view except with written approval of Show Management. Until the Show is officially closed on the last day of the Show and all attendees have left Venue, Exhibitors may not move or remove from their Exhibit any display vehicles.

Submit a key: At least one ignition key for each display vehicle must be submitted to Show Management as soon as a display vehicle is in place within the Exhibit Space. Keys will be returned at the beginning of Load-out.

Engine off at all times: Engines of display vehicles are not allowed to be started and no vehicle shall be moved between placement in Exhibit Space and the commencement of load-out.

Monroney stickers: While vehicles may not be sold at the Show, all vehicles which are for sale following the show must have price lists that show the manufacturer's suggested list price of the vehicle, including any optional equipment contained on the vehicle so displayed. This price information may either be the "Monroney" sticker or one of the exhibitor's own design, but must contain the same information as the "Monroney" sticker and must be neatly printed and displayed in a professional manner. No handwritten stickers shall be allowed. Vehicles which are not for sale but are only displayed to demonstrate Products and Services, are exempt from this rule.

Location of display vehicles within Exhibit Space: No display vehicle may be positioned within an Exhibit Space such that it is less than three feet from an aisleway or less than three feet from another Exhibitor's Space without the prior written consent of Show Management.

Exclusive Providers

Exclusive providers: Exhibitors must honor all Show exclusive provider contracts.

Exclusive providers are:

- **Electrical Service:**
Freeman Decorating | Doug Hester | **210-227-0341**
(If you do not have an Exhibit Space number use your company name.)
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- **Telephone & Internet:**
Smart City | Exhibitor Services | **888-446-6911**
(No Exhibitor Wi-Fi personal hot spots permitted)
- **Security:**
CYROD Consulting | Joe Rodriguez | **210-887-6015**
(Exhibitor specific security for monitoring vehicles, crowd control, etc.)
- **Audio/Visual Services:**
PSAV Presentation Services | Omar Zamora | **210-417-4095**
- **Floral:**
Convention Foliage | Irene Konzal | **210-637-7229**
(Auto Show discounted floral packages available.)

Order Forms for these services can be found attached to the bottom of this Exhibitor Kit or at: www.saautoshow.com/AftermarketExpo/ExhibitorServices

Forms and payments for these additional services are to be sent directly to the provider and not to Show Management.

Exhibitor appointed contractors (EAC): An EAC is any contractor not listed in the Exhibitor's Kit as an official Show designated contractor. An EAC may be used, provided Show Management gives written authorization of the following prior to thirty (30) days in advance of first day of load-in of Show: **1)** Notification of Exhibitor's intent to use the EAC; **2)** Proof of the EAC's insurance coverage outlined in the Exhibitor Agreement. Exhibitors using the services of an EAC is responsible for ensuring that the EAC conforms to the Exhibitor Agreement Terms and Conditions as well as the Rules and regulations listed in this Exhibitor's Kit and Rules and Regulations.

Security

Show Management liability/responsibility: Show Management assumes no responsibility for loss or damage to Exhibit, displays, vehicles, or property.

Show Security: Show management may provide guards for the general security of Show, Exhibitors, and attendees. If an Exhibitor has any security concern, the Exhibitor may order security personnel to patrol their Exhibit Space either during Show hours or on a 24-hour basis. All security personnel must be ordered from Show designated security company at Exhibitor's sole expense.

Report security violations: Exhibitors must immediately report any security violation to security guards or officers as well as to Show Management. This includes any theft, property damage, or threat/assault/etc. regardless of how minor. Show Management considers the security of our Exhibitors, attendees, staff, representatives, and partner company members as a high priority and we appreciate the efforts of our Exhibitors in helping us to maintain this priority.

San Antonio Auto Show Exhibitor Forms



Official Vendor Form



Henry B. Gonzalez Convention Center

Questions? Please Call: 210-417-4095 On Weekends Call: 210-308-0182

Submit Your Order Via: OZamora@psav.com or Fax: 866-219-7878

AV PRICING ONLY : Labor will be added by Sales Staff

Customer Information

*Conference Name:

*Booth Name & #:

Company:

On-Site Contact:

Address:

On-Site Phone #:

City:

State & Zip:

Set Up Date:

Time:

Ordered By:

Phone:

End Date:

Time:

*Email:

RATES

Equipment Subtotal is the Advanced Rate or On-Site Rate per item, Multiplied by the number of Total days the equipment is needed. To guarantee equipment availability and Advanced Rate, this order should reach us 21 days prior to delivery. Labor to Set/Strike Equipment, and Operator labor are subject to the prevailing hourly rate with a 4 hour minimum. Labor will be added by Sales Staff

ALL PRICING IS PER DAY

Advanced Rate

On-Site Rate

Total Days

QTY

TOTAL

Monitors

Blu Ray DVD Player

\$130.00

\$155.00

24" Monitor

Table Stand Only

\$135.00

\$185.00

46" Monitor

Floor Stand (+55)

Table Top

\$470.00

\$525.00

55+" Monitor

Floor Stand (+55)

Table Top

Call for Pricing

70" Monitor

Floor Stand (+55)

Table Top

\$950.00

\$1000.00

Computers

Windows Laptop

\$250.00

\$305.00

Windows Desktop

\$350.00

\$405.00

MAC Laptop (Apple)

\$350.00

\$405.00

MAC Desktop (Apple)

\$350.00

\$405.00

IPad (Mini or Regular)

\$145.00

\$200.00

iPod

\$65.00

\$115.00

Computer Adapters (Please Specify Below)

\$30.00

\$55.00

VGA

HDMI

Component

Composite

Display Port

Mini Display Port

Lightning

Thunderbolt

Misc. Equipment

5500 Lumens Projector

\$850.00

\$905.00

Tripod Screens

\$90.00

\$125.00

Fast Fold Screens

Call for Pricing

Carts (32- 54") w/ Skirt

\$60.00

\$75.00

Safelock w/ Skirt

\$25.00

\$35.00

B&W Printer

\$150.00

\$205.00

Color Printer

\$350.00

\$405.00



Official Vendor Form



Henry B. Gonzalez Convention Center

*Booth Name & #:

<i>*ALL PRICING IS PER DAY*</i>	<i>Advanced Rate</i>	<i>On-Site Rate</i>	<i>Total Days</i>	<i>QTY</i>	<i>TOTAL</i>
Audio					
4 CH Mixer	\$55.00	\$100.00			
Wired Microphone	\$135.00	\$185.00			
Wireless Microphone Unit - Lavalier / Hand Held	\$155.00	\$205.00			
Wireless Mic Headset - Countryman (Headset Only)	\$95.00	\$105.00			
Powered Speaker w/Stand	\$110.00	\$160.00			
PC Direct Input Box (Computer Audio)	\$45.00	\$55.00			
Sound Packages	Call For Pricing				

Lighting (Ground Supported)					
Leko Light	\$45.00	\$95.00			
Par Can Light	\$45.00	\$95.00			
LED Wash Light	\$75.00	\$130.00			
6 Ch Dimmer	\$70.00	\$130.00			
12 Ch Lighting Board	\$115.00	\$165.00			
Custom Lighting Package	Call For Pricing				

****Any Lighting needing to be rigged in air or on beam will require a Rigging Advance to be filled out. Link is: www.psav.com/RiggingForm/**

Labor

i.e. An Audio, Video, Lighting, or a General Tech will be applied to final total by Sales Team for Set and Strike depending on services required and ordered.

Terms and Conditions

- 1 Please allow 72 hours to confirm your order. If you do not receive a confirmation please contact us.
- 1 PSAV will NOT deliver equipment to an unattended booth. An Authorized representative must be present
- 1 Delivery, Pickup, Set Up, Tear Down, and On-Site Service will be applied to final total of order by PSAV Sales
- 1 State and Sales Tax Applied to all Order
- 1 **IMPORTANT: CANCELLATION POLICY - All Cancellations must be submitted in Writing**
 - a) Cancellations within 48hrs of the scheduled delivery date are subject to 50% fee applicable to total order
 - b) Cancellations on day of scheduled delivery date or "no shows" are subject to full amount of order

TAX EXEMPT STATUS: If your Company or Organization is Tax Exempt, We require an Exemption Certificate

DAMAGE WAIVER: By signing this form, you agree to PSAV's Loss and Damage Acknowledgment.

TOTAL

Equipment Total (Labor will be added to final total by PSAV Sales)	\$
TAX 8.25%	\$
FINAL TOTAL	\$

Signature: _____

Print Name: _____ **Date:** _____

F R E E M A N

3323 IH-35 North Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freeman.com

**SAN ANTONIO AUTO AND
TRUCK SHOW**
NOVEMBER 9-12, 2017
HENRY B. GONZALEZ CONVENTION CENTER
SAN ANTONIO, TEXAS

FREEMAN quick facts

SHIPPING INFORMATION

SHIPPING TO SHOWSITE:

Shipments can arrive for unloading and delivery to booth **ONLY DURING SCHEDULED EXHIBITOR MOVE-IN PERIOD.**

Shipments must be sent with freight charges **PREPAID. COLLECT SHIPMENTS CANNOT BE ACCEPTED**

SHOWSITE SHIPPING ADDRESS:

Exhibiting Company Name & Booth # _____
Hold for: AUTO & TRUCK SHOW
C/O FREEMAN
HENRY B GONZALEZ CONVENTION CENTER
237 TOWER OF AMERICAS WAY
SAN ANTONIO, TEXAS 78205

FREIGHT WILL BE ACCEPTED AT SHOWSITE ONLY DURING EXHIBITOR MOVE-IN TIMES.

MARSHALING YARD CHECK-IN ADDRESS:

Freeman
4200 Profit Street
San Antonio, Texas 78219

LABOR INFORMATION

Exhibitors supervising labor need to pick up and release their labor at the Service Desk.
Refer to the order form under Display Labor for Straight Time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 210/554-2021.

WE APPRECIATE YOUR BUSINESS.

REDUCING YOUR FOOTPRINT

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

- | | |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING |
| <input type="checkbox"/> UTILITIES | <input type="checkbox"/> OTHER _____ |

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA **We do not accept credit card information via email.**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

FREEMAN

3323 I H 35 North, Ste 120
 San Antonio, TX 78219
 (210) 554-2021 Fax: (469) 621-5611

DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 19, 2017

INCLUDE THIS FORM
 WITH YOUR ORDER
 PLEASE USE BLACK INK

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____ **Check if you are a new Freeman customer**
Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

COMPANY CHECK
 Please make check payable to: Freeman
 Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (436411) on your remittance.

BANK TRANSFER
 Bank transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
 ABA#: 026009593 ACCT# 1252039192 Freeman
International Wire Transfer
 Swift Code: BOFAUS3N ACCT# 1252039192 Freeman
ACH Direct Deposit
 ABA#: 111000012 ACCT# 1252039192 Freeman
Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

CREDIT/DEBIT CARD
 For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS **MASTER CARD** **VISA** **We do not accept credit card information via email.**

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	UTILITIES	GRAND TOTAL	

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

FREEMAN method of payment

FURNISH FORWARD

Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

- Sleek and professional furniture products transform your exhibit into a destination
- Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
- No assembly required: Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
- Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees



SUPERIOR SEATING

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

ITEMS PICTURED BELOW

Swanson Chair | 810875 | **Page 10**

Silverado Cocktail Table | 82014 | **Page 17**

Powered Locking Pedestal, 42" | 85063 | **Page 23**



SEATING

Naples



CHAIR *SELECT*
black leather **810119**

36"L 30"D 28"H
⊕ Powered options available



LOVESEAT *SELECT*
black leather **830120**

62"L 30"D 28"H
⊕ Powered options available



SOFA *SELECT*
black leather **830119**

87"L 30"D 28"H
⊕ Powered options available

Heathrow



ARMLESS CHAIR *SELECT*
black leather **810116**

24"L 24"D 28"H



CORNER CHAIR *SELECT*
black leather **810117**

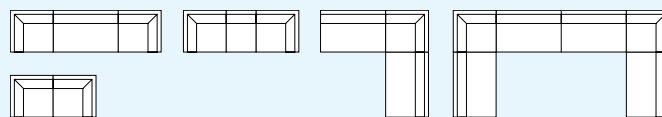
24"L 24"D 28"H



SOFA *SELECT*
black leather **830116**

48"L 24"D 28"H

possible configurations



⊕ See pages 22 and 23 for all Powered options.

SEATING

South Beach



SOFA *SELECT*
platinum suede **8301**

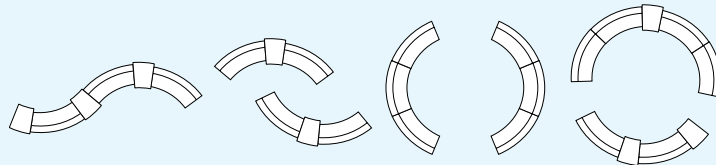
69"L 29"D 33"H



OTTOMAN *SELECT*
platinum suede **8151**

25"L 31"D 18"H

possible configurations



Key Largo



LOVESEAT *SELECT*
black fabric **830950**

57"L 35"D 34"H



SOFA *SELECT*
black fabric **830951**

79"L 35"D 34"H



CHAIR *SELECT*
black fabric **810950**

35"L 35"D 34"H

SEATING

Allegro

CHAIR **SELECT**

blue fabric **81019**

36"L 34.5"D 30"H



SOFA **SELECT**

blue fabric **83015**

73"L 34.5"D 30"H



Fairfax

CHAIR **SELECT**

white vinyl/brushed metal **810949**

27"L 26"D 30"H



SOFA **SELECT**

white vinyl/brushed metal **830949**

62"L 26"D 30"H



Hopi

CHAIR **SELECT**

gray linen **810140**

21"L 25"D 34"H



LOVESEAT **SELECT**

gray linen **830150**

48"L 25"D 34"H



Tangiers

CHAIR **SELECT**

beige fabric **810118**

34"L 37"D 36"H



SOFA **SELECT**

beige fabric **830118**

78"L 37"D 36"H



Roma

CHAIR **SELECT**

white vinyl **81020**

37"L 31"D 33"H

⊗ Powered options available



SOFA **SELECT**

white vinyl **83016**

78"L 31"D 33"H

⊗ Powered options available



⊗ See pages 22 and 23 for all Powered options.

CASUAL SEATING

Look no further for a great variety of **informal, modern seating options**. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

OTTOMANS

ENDLESS SQUARE *SELECT*

white leather **815122**
black leather **815123**

34"L 34"D 15"H

ENDLESS CURVED OTTOMAN *SELECT*

white leather **815953**
black leather **815952**

60.5"L 37.5"D 15"H



OTTOMAN BENCH *SELECT*

white leather **815120**
black leather **815121**

60"L 20"D 18"H

HALF BENCH OTTOMAN *SELECT*

white vinyl **815119**

39"L 22.5"D 18"H



ITEMS PICTURED BELOW

Roma Sofa Powered | 83017 | **Page 5, 22**

Regis Bench/Table | 82074 | **Page 18**

Swanson Chair | 810875 | **Page 10**

Work Desk | 820706 | **Page 21**

Regis End Table | 82075 | **Page 18**

Ice Side Chair | 810814 | **Page 9**



OTTOMANS

VIBE CUBE **SELECT**

- blue vinyl 81518
- red vinyl 81519
- orange vinyl 81525
- pink vinyl 81520
- yellow vinyl 81517
- black vinyl 81530
- white vinyl 81531

18"L 18"D 18"H



MARCHE SWIVEL OTTOMAN **SELECT**

- gray fabric 815151
- red fabric 815154
- blue fabric 815159
- linen fabric 815152
- meadow green fabric 815157
- pear yellow fabric 815158
- plum fabric 815156
- raspberry fabric 815153
- rose quartz fabric 815155
- white vinyl 815150

17"Round 18"H



EDGE LED CUBE OTTOMAN* **SELECT**

- high density plastic 81526

20"L 20"D 20"H



BANQUETTES

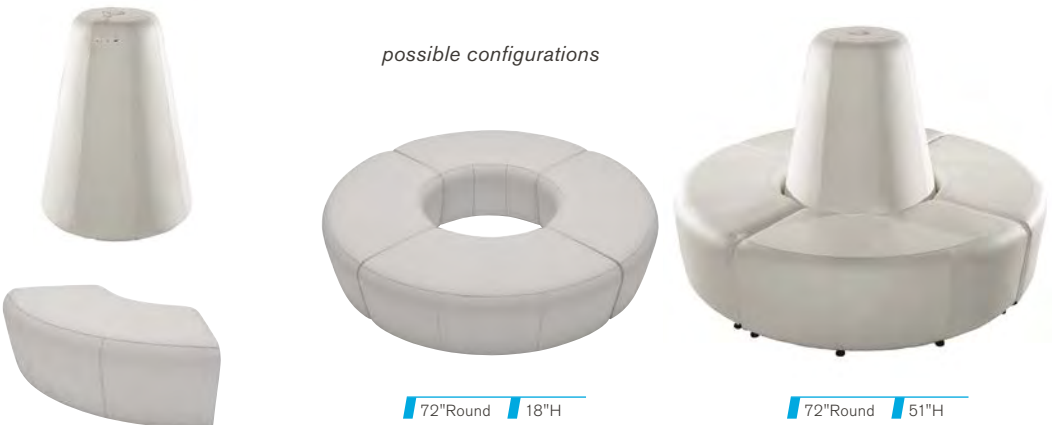
CENTER CONE **SELECT**
8506

38"Round 51"H

Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

possible configurations



QUARTER CURVED OTTOMAN **SELECT**
8507

53"L 22"D 18"H

See pages 22 and 23 for all Powered options.

*Electrical power must be ordered separately

OCCASIONAL CHAIRS

**BLACK DIAMOND
SIDE CHAIR** **ESSENTIALS**
71089

21"W | 23"L | 32"H

**BLACK DIAMOND
ARMCHAIR** **ESSENTIALS**
71090

20"W | 21"L | 33"H

DIVA CHAIR **ESSENTIALS**
71091

18"W | 16"L | 31"H



**LIMERICK® CHAIR
BY HERMAN MILLER** **ESSENTIALS**
gray 210108

18"W | 17.75"L | 33"H

MADRID CHAIR **SELECT**
black leather/chrome 8102
white leather/chrome 810816

30"L | 30"D | 31"H



ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 23**

White Vibe Cube | 81531 | **Page 7**



OCCASIONAL CHAIRS

MEETING CHAIR *SELECT*
 white vinyl **810948**
 espresso bonded leather **810835**
 taupe microfiber **810836**

25.5"L 23.5"D 34"H



TUB CHAIR *SELECT*
 black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR *SELECT*
 light gray vinyl **810843**

27"L 32"D 33"H



ICE SIDE CHAIR *SELECT*
 transparent **810814**

17.25"L 20"D 32"H

MALBA CHAIR *SELECT*
 gray **810131**
 green **810130**

20"L 20"D 32"H



OCCASIONAL CHAIRS

CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

ZENITH CHAIR **SELECT**

white/chrome **810851**

18.5"L 22"D 32"H

RUSTIQUE CHAIR

WITH ARMS **SELECT**

gunmetal **810841**

20"L 18"D 31"H



RAZOR ARMLESS CHAIR **SELECT**

white high density plastic **810837**

15.38"L 15.5"D 30.5"H

SWANSON CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**
white & black plastic/chrome **810810**

18"L 22"D 32"H

WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



CONFERENCE CHAIRS

GRAY GASLIFT CHAIR **ESSENTIALS**

with arms **71046**
without arms **71045**

26"W 20"L 38"H Adjustable

LABREA CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

**ALTURA CONFERENCE/
GUEST CHAIR** **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



LUXOR EXECUTIVE CHAIR **SELECT**

black leather **810807**

27"L 28"D 47"H Adjustable

**PRO EXECUTIVE
HIGH BACK CHAIR** **SELECT**

white vinyl **810844**
black vinyl **810946**

25"L 24"D 48"H Adjustable



**PRO EXECUTIVE
MID BACK CHAIR** **SELECT**

white vinyl **810945**
black vinyl **810944**

24"L 22"D 40"H Adjustable

**PRO EXECUTIVE
GUEST CHAIR** **SELECT**

black vinyl **810947**

24"L 22"D 36"H

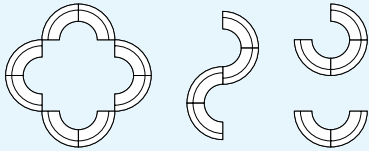


BARS & BARSTOOLS

MARTINI BAR **SELECT**
 gray metal rounded bar with frosted
 glass top and chrome legs **8501**

67"L | 22"D | 45"H

possible configurations



BLACK DIAMOND STOOL **ESSENTIALS**
71088

22"W | 18"L | 46"H

GRAY GASLIFT STOOL **ESSENTIALS**
 with arms **71048**
 without arms **71047**

24"W | 20"L | 46"H | Adjustable

DIVA COUNTER STOOL **ESSENTIALS**
71092

17"W | 16"L | 36"H

The Intermediate 25" seating height



LIMERICK® STOOL
BY HERMAN MILLER **ESSENTIALS**
 gray **210109**

18"W | 17.75"L | 44"H

LIFT HYDRAULIC
BARSTOOL **SELECT**
 gray vinyl/chrome **810872**
 red vinyl/chrome **810873**
 black vinyl/chrome **810871**
 white vinyl/chrome **810870**

15" Round | 23-33.5"H | Adjustable



APEX BARSTOOL **SELECT**
 black vinyl **33010**
 blue ultra suede **33009**
 red vinyl **33042**
 white vinyl **33043**

21"L | 21"D | 33"H



BARS & BARSTOOLS

BANANA BARSTOOL *SELECT*

white vinyl/chrome **810103**
black vinyl/chrome **810104**

21"L 22"D 30"H

ZENITH BARSTOOL *SELECT*

white/chrome **810850**

19"L 20"D 44"H

ZOEY BARSTOOL *SELECT*

white vinyl/chrome **810840**
black vinyl/chrome **810834**

15"L 16"D 26-30.5"H



CHRISTOPHER BARSTOOL *SELECT*

white **810848**

19"L 15"D 41"H

ICE BARSTOOL *SELECT*

transparent/chrome legs **810815**

16"L 14"D 33"H

SHARK SWIVEL BARSTOOL *SELECT*

white plastic/chrome **810202**

22"L 19"D 34-44"H Adjustable



RUSTIQUE BARSTOOL *SELECT*

gunmetal **810839**

13"L 13"D 30"H

GIN BARSTOOL *SELECT*

maple wood/chrome **810505**

16"L 16"D 29"H

OSLO BARSTOOL *SELECT*

blue plastic/chrome **810200**
white plastic/chrome **810201**

17"L 20"D 30"H



TURN THE TABLES IN YOUR FAVOR

Bring professionalism to the table with our sleek variety of surfaces and tabletops. Choose from modern glass tops and more.

ITEMS PICTURED BELOW

Endless Square Ottoman | 815122 | **Page 6**

Geo End Table | 82035 | **Page 17**

30" Round Hydraulic Base Bar Table | 820230 | **Page 16**

Ice Barstool | 810815 | **Page 13**



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES (30" HEIGHT)	3'	4'	6'	8'
Draped	130330	130430	130630	130830
Draped on Fourth Side			12404630	12404830
Undraped	131330	131430	131630	131830

COUNTERS (42" HEIGHT)	3'	4'	6'	8'
Draped	130342	130442	130642	130842
Draped on Fourth Side			12404642	12404842
Undraped	131342	131442	131642	131842

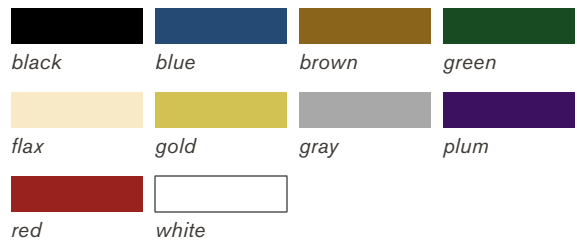


Table-top risers are also available in a variety of sizes. See order form for details.



PEDESTAL TABLES

Soho Series



BLACK-TOP CAFÉ **ESSENTIALS**
72069

24" Round 30"H

72067

36" Round 30"H

BLACK-TOP MINI **ESSENTIALS**
72066

18" Round 18"H



BLACK-TOP BISTRO **ESSENTIALS**
72070

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



BUTCHER BLOCK-TOP CAFÉ **ESSENTIALS**
72063

30" Round 30"H

72064

36" Round 30"H



BUTCHER BLOCK-TOP BISTRO **ESSENTIALS**
720163

30" Round 42"H

720164

36" Round 42"H

STANDARD BASE CAFÉ TABLE **SELECT**

liquid white 820232

blue steel 8201203

30" Round 29"H

STANDARD BASE BAR TABLE **SELECT**

liquid white 820231

blue steel 8201204

30" Round 42"H



HYDRAULIC BASE CAFÉ TABLE **SELECT**

liquid white 820224

30" Round 29"H

HYDRAULIC BASE BAR TABLE **SELECT**

liquid white 820230

30" Round 45"H

MADISON HYDRAULIC BASE CAFÉ TABLE **SELECT**

gray acajou 820241

30" Round 29"H

MADISON HYDRAULIC BASE BAR TABLE **SELECT**

gray acajou 820240

30" Round 45"H

MADISON CAFÉ TABLE **SELECT**

gray acajou 820265

30" Round 29"H

MADISON BAR TABLE **SELECT**

gray acajou 820264

30" Round 42"H

OCCASIONAL, END & COCKTAIL TABLES

Studio Series

BLACK END TABLE **ESSENTIALS** 115104

17"W 17"L 18"H

BLACK COCKTAIL TABLE **ESSENTIALS** 115103

36"W 20"L 15"H



Silverado

END TABLE **SELECT** tempered glass/painted steel 82015

24" Round 22"H

TABLE **SELECT** tempered glass/painted steel 82014

36" Round 17"H



Alondra

END TABLE **SELECT** glass/chrome 820252

20"L 20"D 20"H

COCKTAIL TABLE **SELECT** glass/chrome 820250

47"L 24"D 16"H

END TABLE **SELECT** wood/chrome 820253

20"L 20"D 21"H

COCKTAIL TABLE **SELECT** wood/chrome 820251

47"L 24"D 17"H



Geo

END TABLE **SELECT** wood/black steel 82028

20"L 20"D 21"H

COCKTAIL TABLE **SELECT** wood/black steel 82027

47"L 24"D 17"H

END TABLE **SELECT** glass/chrome 82035

26"L 26"D 20"H

TABLE **SELECT** glass/chrome 82034

50"L 22"D 16"H



FREEMAN

OCCASIONAL, END & COCKTAIL TABLES

Sydney

END TABLE **SELECT**

black laminate/brushed steel **82054**
white laminate/brushed steel **82055**

27"L 23"D 22"H

TABLE **SELECT**

black laminate/brushed steel **82052**
white laminate/brushed steel **82053**

48"L 26"D 18"H

⊕ Powered options available



Oliver

END TABLE **SELECT**

walnut finish **82088**

22" Round 22"H

TABLE **SELECT**

walnut finish **82087**

47"L 27"D 19"H



Regis

END TABLE **SELECT**

brushed metal **82075**

16"L 15.5"D 16.5"H

BENCH/TABLE **SELECT**

brushed metal **82074**

47"L 15.5"D 16"H



AURA ROUND TABLE **SELECT**

white metal **820844**

15" Round 22"H

EDGE LED CUBE TABLE* **SELECT**

white plastic/clear
acrylic top **82057**

20"L 20"D 20"H



⊕ See pages 22 and 23 for all Powered options.

*Electrical power must be ordered separately

OCCASIONAL, END & COCKTAIL TABLES

GEO SQUARE-ROUND TABLE **SELECT**

glass/black steel **82043**
 glass/chrome **82044**

42"L 42"D 29"H



CONFERENCE TABLES

GEO CONFERENCE TABLE **SELECT**

glass/black steel **82041**
 glass/chrome **82051**

60"L 36"D 29"H



MADISON CONFERENCE TABLE **SELECT**

gray acajou **820260**

42"Round 29"H

TABLES

ITEMS PICTURED BELOW

Endless Curved Ottoman | 815953 | **Page 6**

Silverado Table | 82014 | **Page 17**

Zoey Barstools | 810840 | **Page 13**

30" Round Hydraulic Base Bar Table | 820230 | **Page 16**



FREEMAN

CONFERENCE TABLES



MADISON 5' TABLE **SELECT**
gray acajou **820261**
60"L 48"D 29"H



MADISON 8' TABLE **SELECT**
gray acajou **820262**
96"L 60"D 29"H



MADISON 10' TABLE **SELECT**
gray acajou **820263**
120"L 48"D 29"H



COMMUNAL TABLE (MAPLE WITH GROMMETS) **SELECT**
laminate/metal
82058
72"L 26"D 30"H
82059
72"L 26"D 42"H



COMMUNAL TABLE (MAPLE) **SELECT**
laminate/metal
82067
72"L 26"D 30"H
82068
72"L 26"D 42"H



COMMUNAL TABLE (WHITE) **SELECT**
laminate/metal
82063
72"L 26"D 30"H
82066
72"L 26"D 42"H



42" ROUND WHITE CONFERENCE TABLE **SELECT**
white laminate **820708**
42" Round 29"H



6' OVAL CONFERENCE TABLE **SELECT**
granite nebula **820203**
72"L 42"D 29"H



8' RECTANGULAR CONFERENCE TABLE **SELECT**
granite **820115**
96"L 44"D 29"H

OFFICE

MADISON DESK **SELECT**
gray acajou **84075**

60"L 30"D 29"H

MADISON CREDENZA **SELECT**
gray acajou **84077**

60"L 20"D 29"H

MADISON BOOKCASE **SELECT**
gray acajou **84078**

36"L 12"D 72"H



COMPUTER DESK / TABLE

WORK DESK **SELECT**
white laminate **820706**

48"L 24"D 30"H

MERLIN TABLE **SELECT**
gray laminate **820707**

46"L 29"D 30"H



TABLES

ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | **Page 4**

Black Diamond Stool | 71088 | **Page 12**

Key Largo Chair | 810950 | **Page 4**

Soho Black Top Bistro | 36" Round - 72068 | **Page 16**

Sydney Powered Table | 82052 | **Page 18, 23**

Aura Round Table | 820844 | **Page 19**



POWERED

All Powered options will have an **adapter included with rental**. Additional adapters can be ordered separately.

POWERED SEATING

NAPLES CHAIR, POWERED* **SELECT**

black vinyl **810120**

36"L 30"D 28"H



Power Panel Detail



NAPLES LOVESEAT, POWERED* **SELECT**

black vinyl **830122**

62"L 30"D 28"H



Power Panel Detail



NAPLES SOFA, POWERED* **SELECT**

black vinyl **830121**

87"L 30"D 28"H



Power Panel Detail

ROMA CHAIR, POWERED* **SELECT**

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



ROMA SOFA, POWERED* **SELECT**

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

**Electrical power must be ordered separately*

POWERED TABLES

G30 COCKTAIL TABLE, POWERED* **SELECT**
white top **82070**

72"L 26"D 18"H

G30 CAFÉ TABLE, POWERED* **SELECT**
white top **82071**

72"L 26"D 30"H

G30 BAR TABLE, POWERED* **SELECT**
white top **82072**

72"L 26"D 42"H



TECH DESK WITH 3 DRAWER FILE CABINET, POWERED* **SELECT**
black metal **84083**
desk only **84084**

60"L 30"D 30"H

SYDNEY COCKTAIL TABLE, POWERED* **SELECT**
black laminate/brushed steel **82076**
white laminate/brushed steel **82073**

48"L 26"D 18"H



POWERED PRODUCT PEDESTALS

POWERED* LOCKING PEDESTAL, 36" **SELECT**
black **85060**
white **85061**

24"L 24"D 36"H

POWERED* LOCKING PEDESTAL, 42" **SELECT**
black **85062**
white **85063**

24"L 24"D 42"H



Power Panel Detail

ADAPTERS

4-WAY CHARGING ADAPTER* **SELECT**
black **850800**
white **850801**

36"L

All Powered options will have one adapter included per power panel. Additional adapters can be ordered with the rental.



BANQUETTE

CENTER CONE **SELECT**
8506

38"Round 51"H

Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.



*Electrical power must be ordered separately

POWERED

STORAGE

**3 DRAWER
FILE CABINET
ON CASTORS** **SELECT**
84080

16"L 20"D 28"H



**FILE CABINET
WITH LOCK** **ESSENTIALS**
standard size

TWO-DRAWER
74082

15"W 29"L 28"H

FOUR-DRAWER
74081

15"W 29"L 50"H



REFRIGERATOR



**SMALL
REFRIGERATOR*** **ESSENTIALS**
75057

19"W 19"L 34"H



REFRIGERATOR* **SELECT**
white - 14.0 cubic feet **8503001**

28"L 28"D 64"H

LIGHTING



**MASON TABLE
LAMP*** **SELECT**
white/brushed silver **850707**

16" Round 26"H



**MASON FLOOR
LAMP*** **SELECT**
white/brushed silver **850708**

18" Round 55"H

**Electrical power must be ordered separately*

DISPLAY

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped tables and counters, to ensure your show space will be both attractive and interactive.

DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

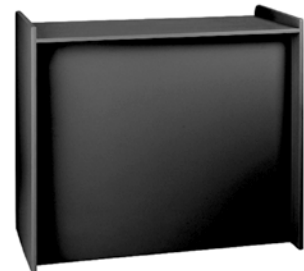
(Computer not included.)



DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H

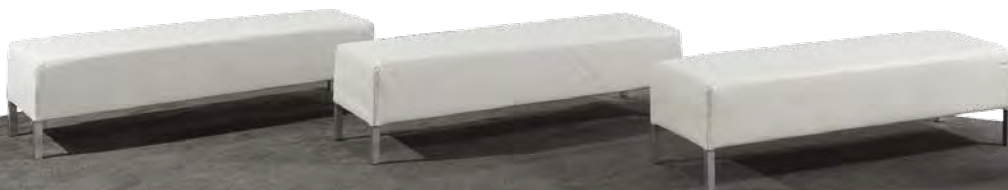


DISPLAY

ITEMS PICTURED BELOW

Ottoman Bench | 815120 | **Page 6**

Powered Locking Pedestal, 36" | 85061 | **Page 23**



ACCESSORIES

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.

TABLET STAND

MOBILE TABLET STAND **SELECT**

white **850714**

black **850715**

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.375" but not larger than 8.5"x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



TABLET STAND ACCESSORIES

BROCHURE HOLDER* **SELECT**

black **850711**

8.625"L 1.1"D 11.325"H

WIRELESS PRINTER HOLDER* **SELECT**

black **850712**

3.3"L 1.9"D 5.28"H

CHARGING SHELF* **SELECT**

black **850713**

14.85"L 7.17"D 1"H



*To be ordered with the tablet stand

ACCESSORIES

CHROME STANCHION WITH 8' RETRACTABLE BELT *ESSENTIALS*
220121

42"H

CHROME SIGN HOLDER *ESSENTIALS*
220118

Holds 22" x 28" sign

ROUND LITERATURE RACK *ESSENTIALS*
750135

17"W | 17"L | 57"H

Revolving black display holds printed materials for easy access from 20 pockets.



FLAT LITERATURE RACK *ESSENTIALS*
750136

10"W | 55"H

Forward-facing black display presents printed materials in six pockets.

CHROME COAT TREE *ESSENTIALS*
220109

ALUMINIUM EASEL *ESSENTIALS*
220134

CHROME BAG RACK *ESSENTIALS*
220110

SPECIAL DRAPING (not pictured)

Special drape is available in a variety of colors. Refer to the order form for details.



FLOOR-STANDING BULLETIN BOARD *ESSENTIALS*
10201484

48"W | 96"L | 78"H



CORRUGATED WASTEBASKET *ESSENTIALS*
220106



WASTEBASKET *ESSENTIALS*
wastebasket color may vary.
220107

FREEMAN

3323 I H 35 North, Ste 120
 San Antonio, TX 78219
 (210) 554-2021 Fax: (469) 621-5611
 FreemanSanAntonioES@freeman.com

DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 19, 2017

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

Qty	Part #	Description	Discount Price	Standard Price	Total
-----	--------	-------------	----------------	----------------	-------

SEATING

Naples Group - Black Leather

	810119*	Chair.....	448.75	628.25	
	830120*	Loveseat.....	613.20	858.50	
	830119*	Sofa.....	679.00	950.60	

Heathrow Group - Black Leather

	810116*	Armless Chair.....	340.55	476.75	
	810117*	Corner Chair.....	396.75	555.45	
	830116*	Sofa.....	585.60	819.85	

South Beach Group - Platinum Suede

	8301*	Sofa.....	594.10	831.75	
	8151*	Ottoman.....	250.40	350.55	

Key Largo Group - Black Fabric

	830950*	Loveseat.....	602.60	843.65	
	830951*	Sofa.....	666.25	932.75	
	810950*	Chair.....	475.30	665.40	

Allegro Group - Blue Fabric

	81019*	Chair.....	362.80	507.90	
	83015*	Sofa.....	606.80	849.50	

Fairfax Group - White Vinyl

	810949*	Chair.....	401.05	561.45	
	830949*	Sofa.....	639.75	895.65	

Hopi Group - Gray Linen

	810140*	Chair.....	206.00	288.40	
	830150*	Loveseat.....	263.70	369.20	

Tangiers Group - Beige Fabric

	810118*	Chair.....	398.90	558.45	
	830118*	Sofa.....	566.50	793.10	

Roma Group - White Vinyl

	81020*	Chair.....	412.65	577.70	
	83016*	Sofa.....	804.15	1,125.80	

CASUAL SEATING

Ottomans

	815122*	Endless Square - White Leather.....	292.85	410.00	
	815123*	Endless Square - Black Leather.....	292.85	410.00	
	815953*	Endless Curved - White Leather.....	496.50	695.10	
	815952*	Endless Curved - Black Leather.....	496.50	695.10	
	815120*	Bench - White Leather.....	352.20	493.10	
	815121*	Bench - Black Leather.....	352.20	493.10	
	815119*	Half-Bench Ottoman - White Vinyl.....	352.20	493.10	

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Qty	Part #	Description	Discount Price	Standard Price	Total
CASUAL SEATING					

_____	81518*	Vibe Cube - Blue Vinyl.....	133.70	187.20	_____
_____	81519*	Vibe Cube - Red Vinyl.....	133.70	187.20	_____
_____	81525*	Vibe Cube - Orange Vinyl.....	133.70	187.20	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	133.70	187.20	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	133.70	187.20	_____
_____	81530*	Vibe Cube - Black Vinyl.....	115.35	161.50	_____
_____	81531*	Vibe Cube - White Vinyl.....	115.35	161.50	_____
_____	815151*	Marche Swivel Ottoman - Gray Fabric.....	203.95	285.55	_____
_____	815154*	Marche Swivel Ottoman - Red Fabric.....	203.95	285.55	_____
_____	815159*	Marche Swivel Ottoman - Blue Fabric.....	203.95	285.55	_____
_____	815152*	Marche Swivel Ottoman - Linen Fabric.....	203.95	285.55	_____
_____	815157*	Marche Swivel Ottoman - Meadow Green Fabric.....	203.95	285.55	_____
_____	815158*	Marche Swivel Ottoman - Pear Yellow Fabric.....	203.95	285.55	_____
_____	815156*	Marche Swivel Ottoman - Plum Fabric.....	203.95	285.55	_____
_____	815153*	Marche Swivel Ottoman - Raspberry Fabric.....	203.95	285.55	_____
_____	815155*	Marche Swivel Ottoman - Rose Quartz Fabric.....	203.95	285.55	_____
_____	815150*	Marche Swivel Ottoman - White Vinyl.....	203.95	285.55	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	109.30	153.00	_____

Banquettes

_____	8506*	Banquette, Center Cone w/Electrical Charging Outlet.....	552.10	772.95	_____
_____	8507*	Banquette, Quarter Curve Ottoman.....	364.60	510.45	_____

Occasional Chairs

_____	71089	Black Diamond Side Chair	111.95	156.75	_____
_____	71090	Black Diamond Arm Chair.....	152.75	213.85	_____
_____	71091	Diva Chair.....	202.05	282.85	_____
_____	210108	Limerick® Chair by Herman Miller.....	60.45	84.65	_____
_____	8102*	Madrid Chair - Black Leather/Chrome.....	740.50	1,036.70	_____
_____	810816*	Madrid Chair - White Leather/Chrome.....	740.50	1,036.70	_____
_____	810948*	Meeting Chair - White Vinyl.....	328.90	460.45	_____
_____	810835*	Meeting Chair - Espresso Bonded Leather.....	201.55	282.15	_____
_____	810836*	Meeting Chair -Taupe Microfiber.....	263.10	368.35	_____
_____	8103*	Tub Chair - Black Fabric.....	371.30	519.80	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	413.75	579.25	_____
_____	810814*	ICE Side Chair - Transparent/Chrome.....	195.20	273.30	_____
_____	810131*	Malba Chair - Gray Molded Plastic.....	90.65	126.90	_____
_____	810130*	Malba Chair - Green Molded Plastic.....	88.60	124.05	_____
_____	810846*	Christopher Chair - White Vinyl/Chrome.....	110.30	154.40	_____
_____	810851*	Zenith Chair - White/Chrome.....	142.15	199.00	_____
_____	810841*	Rustique Chair with Arms - Gunmetal.....	116.70	163.40	_____
_____	810837*	Razor Armless Chair - White High Density Plastic.....	55.15	77.20	_____
_____	810875*	Swanson Chair - White Vinyl.....	244.00	341.60	_____
_____	810811*	Berlin Stack Chair - White & Red Plastic/Chrome.....	101.85	142.60	_____
_____	810810*	Berlin Stack Chair - White & Black Plastic/Chrome.....	101.85	142.60	_____
_____	810847*	Wendy Chair - Clear Acrylic.....	110.30	154.40	_____

FREEMAN furnishings

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

Qty	Part #	Description	Discount Price	Standard Price	Total
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CASUAL SEATING

Conference Chairs

_____	71046	Gray Gaslift Chair With Arms.....	250.40	350.55	_____
_____	71045	Gray Gaslift Chair Without Arms.....	231.30	323.80	_____
_____	810874*	Labrea Chair - Charcoal Gray Fabric.....	287.50	402.50	_____
_____	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	286.45	401.05	_____
_____	810807*	Luxor Executive Chair - Black Leather.....	394.65	552.50	_____
_____	810844*	Pro Executive High Back Chair - White Vinyl.....	263.10	368.35	_____
_____	810946*	Pro Executive High Back Chair - Black Vinyl.....	328.90	460.45	_____
_____	810945*	Pro Executive Mid Back Chair - White Vinyl.....	408.45	571.85	_____
_____	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	317.25	444.15	_____
_____	810947*	Pro Executive Guest Chair - Black Vinyl.....	427.55	598.55	_____

Bars & Bar Stools

_____	8501*	Martini Bar.....	1,300.70	1,821.00	_____
_____	71088	Black Diamond Stool.....	142.75	199.85	_____
_____	71048	Gray Gaslift Stool With Arms.....	250.40	350.55	_____
_____	71047	Gray Gaslift Stool Without Arms.....	266.80	373.50	_____
_____	71092	Diva Counter Stool.....	217.45	304.45	_____
_____	210109	Limerick® Stool by Herman Miller.....	110.30	154.40	_____
_____	810872*	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	148.55	207.95	_____
_____	810873*	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	148.55	207.95	_____
_____	810871*	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	148.55	207.95	_____
_____	810870*	Lift Hydraulic Barstool - White Vinyl/Chrome.....	148.55	207.95	_____
_____	33010*	Apex Barstool - Black Vinyl.....	238.70	334.20	_____
_____	3309*	Apex Barstool - Blue Ultra Suede.....	238.70	334.20	_____
_____	33042*	Apex Barstool - Red Vinyl.....	238.70	334.20	_____
_____	33043*	Apex Barstool - White Vinyl.....	238.70	334.20	_____
_____	810103*	Banana Barstool - White Vinyl/Chrome.....	176.15	246.60	_____
_____	810104*	Banana Barstool - Black Vinyl/Chrome.....	176.15	246.60	_____
_____	810850*	Zenith Barstool - White/Chrome.....	142.15	199.00	_____
_____	810840*	Zoey Barstool - White Vinyl.....	282.20	395.10	_____
_____	810834*	Zoey Barstool - Black Vinyl.....	282.20	395.10	_____
_____	810848*	Christopher Barstool - White.....	244.00	341.60	_____
_____	810815*	ICE Barstool - Transparent/Chrome.....	200.50	280.70	_____
_____	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	314.05	439.65	_____
_____	810839*	Rustique Barstool - Gunmetal.....	116.70	163.40	_____
_____	810505*	Gin Barstool - Maple Wood/Chrome.....	157.00	219.80	_____
_____	810200*	Oslo Barstool - Blue Plastic/Chrome.....	222.80	311.90	_____
_____	810201*	Oslo Barstool - White Plastic/Chrome.....	222.80	311.90	_____

FREEMAN furnishings

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

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Qty	Part #	Description	Discount Price	Standard Price	Total
-----	--------	-------------	----------------	----------------	-------

TABLES

Draped Tables & Counters

Draped Tables - Tables are 30" wide					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax	
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	

_____	130330	Draped Table 3'L x 30"H	91.25	127.75	_____
_____	130430	Draped Table 4'L x 30"H	106.10	148.55	_____
_____	130630	Draped Table 6'L x 30"H	131.55	184.15	_____
_____	130830	Draped Table 8'L x 30"H	152.75	213.85	_____
_____	12404630	4th Side Drape 6'L x 30"H	27.60	38.65	_____
_____	12404830	4th Side Drape 8'L x 30"H	27.60	38.65	_____
_____	130342	Draped Counter 3'L x 42"H	142.15	199.00	_____
_____	130442	Draped Counter 4'L x 42"H	155.95	218.35	_____
_____	130642	Draped Counter 6'L x 42"H	168.65	236.10	_____
_____	130842	Draped Counter 8'L x 42"H	195.20	273.30	_____
_____	12404642	4th Side Drape 6'L x 42"H	32.90	46.05	_____
_____	12404842	4th Side Drape 8'L x 42"H	32.90	46.05	_____

Undraped Tables & Counters

Undraped Tables - Tables are 30" wide					
--	--	--	--	--	--

_____	131330	Undraped Table 3'L x 30"H	N/A	N/A	_____
_____	131430	Undraped Table 4'L x 30"H	N/A	N/A	_____
_____	131630	Undraped Table 6'L x 30"H	N/A	N/A	_____
_____	131830	Undraped Table 8'L x 30"H	N/A	N/A	_____
_____	131342	Undraped Counter 3'L x 42"H	N/A	N/A	_____
_____	131442	Undraped Counter 4'L x 42"H	N/A	N/A	_____
_____	131642	Undraped Counter 6'L x 42"H	N/A	N/A	_____
_____	131842	Undraped Counter 8'L x 42"H	N/A	N/A	_____

Table Top Corrugated Risers - Risers are 8" wide					
---	--	--	--	--	--

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	31.05	43.45	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	31.05	43.45	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	36.35	50.90	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	36.35	50.90	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	41.90	58.65	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	41.90	58.65	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	47.50	66.50	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	47.50	66.50	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	58.10	81.35	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	58.10	81.35	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	68.70	96.20	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	68.70	96.20	_____

Pedestal Tables - SoHo Series

_____	72069	Black Top Cafe - 30"H x 24"W.....	182.45	255.45	_____
_____	72067	Black Top Cafe - 30"H x 36"W.....	186.75	261.45	_____
_____	72066	Black Top Mini - 18"H x 18"W.....	110.20	154.30	_____
_____	72070	Black Top Bistro - 42"H x 24"W.....	869.95	1,217.95	_____
_____	72068	Black Top Bistro - 42"H x 36"W.....	198.40	277.75	_____

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

Qty	Part #	Description	Discount Price	Standard Price	Total
TABLES					
Pedestal Tables - Chelsea Series - Butcher Block Top					
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	182.45	255.45	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	182.45	255.45	_____
_____	720163	Butcher Block Top Bistro Table - 42"H X 30"W.....	182.45	255.45	_____
_____	720164	Butcher Block Top Bistro Table - 42"H X 36"W.....	182.45	255.45	_____
Pedestal Tables					
_____	820232*	Standard Base Cafe Table - Liquid White.....	255.45	357.65	_____
_____	8201203*	Standard Base Cafe Table - Blue Steel.....	220.40	308.55	_____
_____	820231*	Standard Base Bar Table - Liquid White.....	234.85	328.80	_____
_____	8201204*	Standard Base Bar Table - Blue Steel.....	263.70	369.20	_____
_____	820224*	Hydraulic Base Cafe Table - Liquid White.....	354.30	496.00	_____
_____	820230*	Hydraulic Base Bar Table - Liquid White.....	354.30	496.00	_____
_____	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.....	282.20	395.10	_____
_____	820240*	Madison Hydraulic Base Bar Table - Gray Acajou.....	282.20	395.10	_____
_____	820265*	Madison Cafe Table - Gray Acajou.....	222.50	311.50	_____
_____	820264*	Madison Bar Table - Gray Acajou.....	243.10	340.35	_____
Occasional End & Cocktail Tables					
_____	115104	Studio Black End Table.....	84.85	118.80	_____
_____	115103	Studio Black Cocktail Table.....	117.80	164.90	_____
_____	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	230.20	322.30	_____
_____	82014*	Silverado Table - Tempered Glass/Painted Steel.....	246.10	344.55	_____
_____	820252*	Alondra End Table - Glass/Chrome.....	206.00	288.40	_____
_____	820250*	Alondra Cocktail Table - Glass/Chrome.....	286.35	400.90	_____
_____	820253*	Alondra End Table - Wood/Chrome.....	246.10	344.55	_____
_____	820251*	Alondra Cocktail Table - Wood/Chrome.....	286.35	400.90	_____
_____	82028*	Geo End Table - Wood/Black Steel.....	243.10	340.35	_____
_____	82027*	Geo Cocktail Table - Wood/Black Steel.....	249.25	348.95	_____
_____	82035*	Geo End Table - Glass/Chrome.....	360.70	505.00	_____
_____	82034*	Geo Table - Glass/Chrome.....	360.70	505.00	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel.....	214.30	300.00	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel.....	214.30	300.00	_____
_____	82052*	Sydney Table - Black Laminate/Brushed Steel.....	257.80	360.90	_____
_____	82053*	Sydney Table - White Laminate/Brushed Steel.....	257.80	360.90	_____
_____	82088*	Oliver End Table - Walnut Finish.....	216.30	302.80	_____
_____	82087*	Oliver Table - Walnut Finish.....	243.10	340.35	_____
_____	82075*	Regis End Table - Brushed Metal.....	279.05	390.65	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	392.55	549.55	_____
_____	820844*	Aura Round Table - White Metal.....	92.30	129.20	_____
_____	82057*	Edge LED Lighted Table - White Plastic/Clear Acrylic.....	109.30	153.00	_____
_____	82043*	Geo Square - Round Table-Glass/Black Steel.....	288.40	403.75	_____
_____	82044*	Geo Square - Round Table-Glass/Chrome.....	288.40	403.75	_____
Conference Tables					
_____	82041*	Geo Conference Table - Glass/Black Steel.....	387.25	542.15	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	387.25	542.15	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	381.10	533.55	_____

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

Qty	Part #	Description	Discount Price	Standard Price	Total
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	461.45	646.05	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	920.80	1,289.10	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	920.80	1,289.10	_____
_____	82058*	Communal Table 30"H (Maple with Grommets).....	473.20	662.50	_____
_____	82059*	Communal Table 42"H (Maple with Grommets).....	664.15	929.80	_____
_____	82067*	Communal Table 30"H Maple Solid.....	473.20	662.50	_____
_____	82068*	Communal Table 42"H Maple Solid.....	664.15	929.80	_____
_____	82063*	Communal Table 30"H White Solid.....	473.20	662.50	_____
_____	82066*	Communal Table 42"H White Solid.....	664.15	929.80	_____
_____	820708*	42" Round Conference Table - White Laminate.....	373.45	522.85	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	510.90	715.25	_____
_____	820115*	8" Rectangular Conference Table - Granite.....	607.70	850.80	_____

Computer Desk/Table

_____	84075*	Madison Desk - Gray Acajou.....	698.10	977.35	_____
_____	84077*	Madison Credenza - Gray Acajou.....	581.40	813.95	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	496.50	695.10	_____
_____	820706*	Work Desk - White Laminate.....	321.45	450.05	_____
_____	820707*	Merlin Table - Gray Laminate.....	336.30	470.80	_____

POWERED

Powered Seating

_____	810120*	Naples Chair, Powered - Black Vinyl.....	647.15	906.00	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	869.95	1,217.95	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,001.45	1,402.05	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	647.15	906.00	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,001.45	1,402.05	_____

Powered Tables

_____	82070*	G30 Cocktail Table 18" H, Powered - White Top.....	639.75	895.65	_____
_____	82071*	G30 Cafe Table 30" H, Powered - White Top.....	884.75	1,238.65	_____
_____	82072*	G30 Bar Table 42" H, Powered - White Top.....	770.25	1,078.35	_____
_____	84083*	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	721.40	1,009.95	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	634.45	888.25	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	491.20	687.70	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	491.20	687.70	_____

Powered Product Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	473.20	662.50	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	473.20	662.50	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	564.40	790.15	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	564.40	790.15	_____

Adapters

_____	850800*	4-Way Charging Adapter - Black.....	38.20	53.50	_____
_____	850801*	4-Way Charging Adapter - White.....	38.20	53.50	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Drawer File Cabinet on Castors - Black.....	220.70	309.00	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size.....	134.70	188.60	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size.....	155.95	218.35	_____

FREEMAN furnishings

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

Qty	Part #	Description	Discount Price	Standard Price	Total																		
Refrigerator																							
_____	75057	Small Refrigerator.....	432.85	606.00	_____																		
_____	8503001*	Refrigerator - White.....	736.25	1,030.75	_____																		
Lighting																							
_____	850707*	Mason Table Lamp - White/Brushed Silver.....	146.40	204.95	_____																		
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	218.55	305.95	_____																		
Display																							
_____	75020	Display Cylinder - Black - Low.....	207.95	291.15	_____																		
_____	75021	Display Cylinder - Black - Medium.....	240.80	337.10	_____																		
_____	75022	Display Cylinder - Black - High.....	284.35	398.10	_____																		
_____	75030	Display Cube - Black - 12" Small.....	219.60	307.45	_____																		
_____	75031	Display Cube - Black - 18" Medium.....	237.60	332.65	_____																		
_____	75032	Display Cube - Black - 24" Large.....	276.90	387.65	_____																		
_____	75079	Orion Computer Kiosk.....	383.00	536.20	_____																		
_____	72056	Display Counter - Black.....	356.90	499.65	_____																		
Tablet Stand																							
_____	850714*	Mobile Tablet Stand - White.....	244.00	341.60	_____																		
_____	850715*	Mobile Tablet Stand - Black.....	244.00	341.60	_____																		
Tablet Stand Accessories																							
_____	850711*	Brochure Holder - Black.....	27.60	38.65	_____																		
_____	850712*	Wireless Printer Holder - Black.....	27.60	38.65	_____																		
_____	850713*	Charging Shelf - Black.....	27.60	38.65	_____																		
Accessories																							
_____	220121	Chrome Stanchion w/8' Retractable Belt.....	109.30	153.00	_____																		
_____	220118	Chrome Sign Holder.....	87.00	121.80	_____																		
_____	750135	Round Literature Rack.....	204.75	286.65	_____																		
_____	750136	Flat Literature Rack.....	175.05	245.05	_____																		
_____	220109	Chrome Coat Tree.....	48.80	68.30	_____																		
_____	220134	Aluminum Easel.....	46.65	65.30	_____																		
_____	220110	Chrome Bag Rack.....	107.15	150.00	_____																		
_____	10201484	Floor Standing Bulletin Board.....	151.75	212.45	_____																		
_____	220106	Corrugated Wastebasket.....	11.10	15.55	_____																		
_____	220107	Wastebasket.....	N/A	N/A	_____																		
Special Drape																							
<table border="1" style="width: 100%;"> <tr> <td colspan="6">Special Drape</td> </tr> <tr> <td><input type="checkbox"/> Black</td> <td><input type="checkbox"/> Blue</td> <td><input type="checkbox"/> Brown</td> <td><input type="checkbox"/> Green</td> <td><input type="checkbox"/> Flax</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Gold</td> <td><input type="checkbox"/> Gray</td> <td><input type="checkbox"/> Plum</td> <td><input type="checkbox"/> Red</td> <td><input type="checkbox"/> White</td> <td></td> </tr> </table>						Special Drape						<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax		<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	
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_____	12103	Special Drape 3'H (per ft.).....	17.50	24.50	_____																		
_____	12108	Special Drape 8'H (per ft.).....	20.70	29.00	_____																		

TOTAL COST		
_____	+	_____ = _____
Sub-Total		8.25% Tax Total Cost

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

*Asterisk indicates item is a Freeman Select furnishing

FREEMAN furnishings

SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor's booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

F R E E M A N

3323 IH 35 North, Ste 120
San Antonio, Texas 78219

Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freeman.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 210-554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 85.50	\$ 119.75
Overtime-	6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday	\$ 128.25	\$ 179.75
Double Time-	ALL DAY SATURDAY, SUNDAY & HOLIDAYS	\$ 171.00	\$ 239.50

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day and at the close of the show.
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$ _____						
Tax = \$ _____						
Total Installation = \$ (N/A)						

DISMANTLE LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$ _____						
Tax = \$ _____						
Total Dismantle = \$ (N/A)						

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 210-554-2021 to speak with one of our experts.

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

Freight will be shipped to: Warehouse _____ Show Site _____ Date Shipped _____ Carrier: _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement/Order: Drawing Attached (required) _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware/Equipment Required: _____

OUTBOUND SHIPPING INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Exhibit Transportation:

- Common Carrier
 Air Freight Next Day 2nd Day Deferred Expedited

Other (list carrier name & phone number):

- Other Common Carrier: _____
 Other Air Freight: _____
 Van Line: _____

FREIGHT CHARGES

- Prepaid Collect

Bill To: _____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

- Reroute via Freeman's choice
 Deliver back to Freeman warehouse at Exhibitor's expense.

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

FREEMAN

3323 IH 35 North, Ste 120
 San Antonio, Texas 78219
 Ph: 210/554-2021 • Fax 469/621-5611
 FreemanSanAntonioES@freeman.com

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 210-554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FORKLIFT / RIGGING EQUIPMENT AND LABOR

Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime: 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday
 ALL DAY SATURDAY, SUNDAY & HOLIDAYS

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 124.50	\$174.25
304051	Forklift w/operator - up to 5,000 lbs - OT.....	168.25	235.50
304052	Forklift w/operator - up to 5,000 lbs - DT.....	212.00	296.75
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	135.50	189.75
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	179.25	251.00
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	223.00	312.25
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	144.50	202.25
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	188.25	263.50
3090600	Man Cage for Forklift	47.00	
3090700	Boom for Forklift	47.00	

RIGGING LABOR			
3020200	Rigger Foreman - ST.....	\$ 87.50	\$ 122.50
3020201	Rigger Foreman - OT	131.25	183.75
3020202	Rigger Foreman - DT	175.00	245.00
3020100	Rigger - ST	86.50	121.00
3020101	Rigger - OT.....	129.75	181.75
3020102	Rigger - DT.....	173.00	242.25

MOBILE UNIT SPOTTING FEE	
257024	Mobile Unit Spotting Fee (Each Way).....\$ 75.00

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax8.25%	N/A
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax8.25%	N/A
							Total	

PLEASE INDICATE WORK TO BE PERFORMED

- UNCRATED
 UNSKIDDING
 RE-SKIDDING
 HEADER/BOOTH WORK
 OTHER

Rigging must be canceled, in writing, 24 hours in dvance to avoid a one (1) hour cancellation fee per crew.

FREEMAN forklift / rigging labor

F R E E M A N

3323 IH 35 North, Suite 120
 San Antonio, Texas 78219
 (210) 554-2021 • Fax: (469) 621-5611
 FreemanSanAntonioES@freeman.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 19, 2017**

**INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 210-227-0341 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- **Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.**
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., please contact PSAV at www.psav.com/sanantonio.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

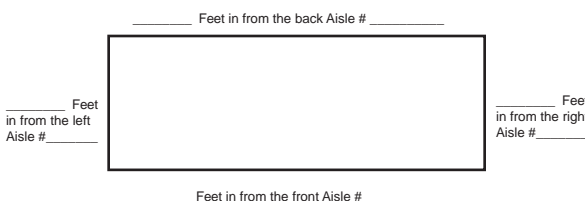
Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No

(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: _____

FY 18 ALL - SA

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime

6:00 A.M. to 8:00 A.M. & 5:00 P.M. to 12:00 A.M.

Monday through Friday,

ALL DAY SATURDAY, SUNDAY & HOLIDAYS

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Standard prices will apply to all labor orders placed at show site**
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Condor/Boom Condor with crew (up to 200 lbs lift capacity)			
Advance Price	\$444.00	\$485.50	\$527.00
Show Site Price	\$477.25	\$535.25	\$593.50
Additional Crew Assembly Labor (Per person / Per hour)			
Advance Price	\$83.00	\$124.50	\$166.00
Show Site Price	\$116.25	\$174.25	\$232.50

Installation Estimate

Condor/Boom/Snorkel

Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____
 _____ @ _____ = _____

Additional Crew Assembly Labor

Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____
 _____ @ _____ = _____

Dismantle Estimate

Condor/Boom/Snorkel

Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____
 _____ @ _____ = _____

Additional Crew Disassembly Labor

Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____
 _____ @ _____ = _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- ____ Freeman
 ____ Exhibitor Personnel
 ____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

FREEMAN hanging sign labor

F R E E M A N

3323 IH 35 North, Suite 120
 San Antonio, TX 78219
 Ph: 210/554-2021 • Fax: 469/621-5611
 FreemanSanAntonioES@freeman.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 19, 2017**

**INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER**

FREEMAN electrical

NAME OF SHOW: SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 210-554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements,

	Quantity	Quantity	Discount	Standard	TOTAL
	(For Show Hours Only)	(For 24 hrs/day Double Price)			
	Show	24 Hr.	Price	Price	
500 Watts (5 amps)	_____	_____	70.00	105.00 = \$	_____
1000 Watts (10 amps)	_____	_____	95.00	143.00 = \$	_____
2000 Watts (20 amps)	_____	_____	130.00	195.00 = \$	_____

208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	200.00	300.00 = \$	_____
30 Amps	_____	_____	240.00	360.00 = \$	_____
60 Amps	_____	_____	385.00	578.00 = \$	_____
100 Amps	_____	_____	525.00	788.00 = \$	_____
200 Amps	_____	_____	740.00	1110.00 = \$	_____

208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	250.00	375.00 = \$	_____
30 Amps	_____	_____	300.00	450.00 = \$	_____
60 Amps	_____	_____	500.00	750.00 = \$	_____
100 Amps	_____	_____	750.00	1125.00 = \$	_____
200 Amps	_____	_____	1300.00	1950.00 = \$	_____
400 Amps	_____	_____	2000.00	3000.00 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$3.00 per Amp (20 Amp Min.)

Qty _____ Amps _____ = \$ _____

MATERIAL RENTAL

15' EXTENSION CORD	_____	26.00 = \$	_____
POWER STRIP	_____	26.00 = \$	_____

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

**DEADLINE DATE OF:
 OCTOBER 19, 2017**

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

HANGING SIGNS

Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

CANCELLATION

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact SanAntonioUtilities@freemanco.com.

TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
8.25% Tax	\$ _____
GRAND TOTAL	\$ _____

FREEMAN

3323 IH 35 North, Ste 120
San Antonio, Texas 78219

Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freeman.com

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 19, 2017**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 210-554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ELECTRICAL LABOR

LABOR RATES & SCHEDULE

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)

Overtime - Monday - Friday, 4:30 pm - 8:00 am All day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST	\$ 81.00	\$ 113.50
Electrician - OT	\$ 162.00	\$ 226.75
Condor w/crew - ST	\$ 444.00	\$ 477.25
Condor w/crew - OT	\$ 485.50	\$ 555.25
Forklift w/operator - ST	\$ 122.00	\$ 171.00
Forklift w/operator - OT	\$ 164.00	\$ 230.00
Man Cage	\$ 46.00	\$ 46.00

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

* Show site price applies to all labor orders placed at show site.

* Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I&D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Desk to confirm that you are ready for service.

Note: For more information and an example of a completed floor plan, please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

OK TO PROCEED WITHOUT EXHIBITOR PRESENT:

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

EXHIBITOR SUPERVISION (DO NOT PROCEED):

Date _____ Time _____ # of Electricians _____

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Mounting of plasmas/LCD monitors and lights.
- Connection or hard wiring of all exhibitor equipment.
- Lighting used as spot or flood lights.
- Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other _____

Labor Request

Date _____ Time _____ Est. # Hours _____ # Electrician _____

Date _____ Time _____ Est. # Hours _____ # Electrician _____

Date _____ Time _____ Est. # Hours _____ Lift Type _____

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

FREEMAN electrical labor

ELECTRICAL INSTRUCTIONS

- 1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire flat cable, extension cords and/or power strips, both of which must be grounded and UL approved.

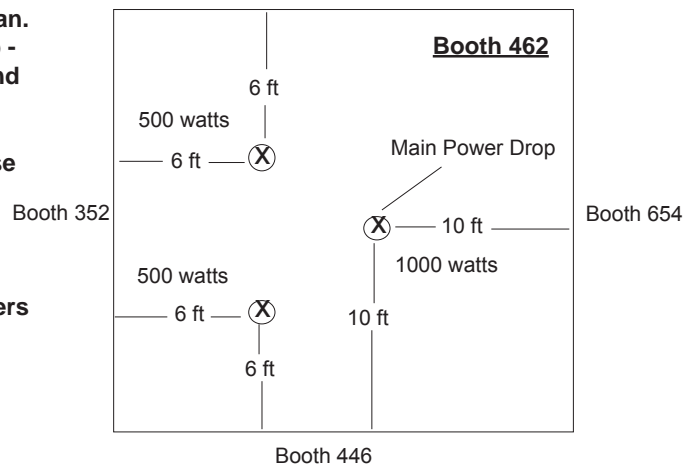
CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



FREEMAN

3323 IH 35 North, Ste 120
San Antonio, Texas 78219

Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freeman.com

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 19, 2017**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SAN ANTONIO AUTO AND TRUCK SHOW / NOVEMBER 9-12, 2017**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 210-554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

COMPRESSED AIR: 90-100 lbs. PSI

	<u>QTY.</u>	<u>Discount Price</u>	<u>Standard Price</u>	<u>TOTAL</u>
Service charge for 1st outlet.....	_____	395.00	592.50 = \$	_____
Each additional air outlet (within 5 feet of 1st outlet).....	_____	211.00	316.50 = \$	_____
Additional footage per foot	_____	4.70	7.05 = \$	_____
CFM requirements (minimum 5 CFM per outlet - price is per CFM) ..	_____	10.00	15.00 = \$	_____
			Total	_____

There will be a minimum of (1) hour charged for labor. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.

WATER

Service Charge for water outlet.....	_____	357.00	535.50 = \$	_____
Each additional water outlet (within 5 feet of 1st outlet).....	_____	205.00	307.50 = \$	_____
Additional footage per foot (after 1st 90 feet).....	_____	4.50	6.75 = \$	_____
			Total	_____

Note: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

DRAINS

Service Charge for first drain outlet at rear of booth	_____	393.00	589.50 = \$	_____
Each additional drain outlet within the same booth	_____	223.00	334.50 = \$	_____
Additional Footage per foot (after 1st 90 ft.).....	_____	4.50	6.75 = \$	_____
			Total	_____

FILL & DRAINS

**Flat Rate \$72.00 Plus labor 1/2 hour increments in/out
(Anything over 500 gallons please contact our branch)**

NOTE: Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

LABOR

1 hour minimum charge for all services for both installation and removal. Total 2 hours. Additional time charged in 1 hour increments.

	<u>Advance Price</u>	<u>Show Site Price</u>
Straight Time	\$ 89.00	\$ 133.50 = \$ _____
Monday - Friday, 8:00 a.m. - 4:30 p.m. (except holidays)		
Overtime	\$ 182.00	\$ 273.00 = \$ _____
Before 8:00 a.m. and after 4:30 p.m. weekdays, All day Saturday, Sunday and Holidays		

In order to obtain the DISCOUNT price, your order and Method of Payment must be received by deadline date.

FREEMAN air / water / drain / gas

PLUMBING CONDITIONS AND REGULATIONS

- 1 To receive discount prices, order must be received by Freeman with full payment.
 - 2 Credit will not be given for connections installed and not used.
 - 3 All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.
 - 4 All equipment must comply with state and local safety codes.
 - 5 Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
 - 6 Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
 - 7 All equipment using water must have inlet and outlet properly tagged.
 - 8 Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
 - 9 Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
 - 10 Service outlet size will be determined by the volume required.
 - 11 All work performed within booth attaching lines to equipment will be charged on a time and material basis.
 - 12 All outlets will be installed on the floor at the backwall of booth.
 - 13 Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
 - 14 Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
 - 15 All utility outlets include up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
 - 16 Exhibitors are not allowed to bring air compressors on the show floor.
 - 17 Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
 - 18 Please contact our Plumbing Department at 210-554-2021 for an estimate regarding labor or additional footage.
- **Electricity or electrical labor to connect and operate any plumbing apparatus is not included.**
 - **All electrical requirements must be ordered on the Electrical Rental Order Form.**

**SAN ANTONIO FIRE PREVENTION DIVISION
1901 SOUTH ALAMO STREET
SAN ANTONIO, TEXAS 78204**

Phone: (210) 207-3695

Fax: (210) 207-7949

Revised June 1, 2016

Fire Regulations for Assembly Occupancies

Welcome to San Antonio and let us be one of the first to assist you in making your visit a momentous one. To ensure no last minute changes or unknown charges, please review the following basic outline of our fire code regulations. For more specific information on inquires about possible fees and special approvals, please contact our Special Events Coordinator at (210) 207-3695.

Seating and Booth Arrangements:

1. A floor plan of the layout for events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 15 days prior to the event.
2. All seating arrangements for events will be in accordance with current edition of the International Fire Code, and approved by the Special Events Coordinator. Any special or unusual arrangements must be approved prior to tickets sales.
3. Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work hours, weekends or holidays will be at the expense of clients unless instructed otherwise. The after hours rate is set by the City of San Antonio, check with the Special Events Coordinator for current rate.

Booth Construction, Decorations, and Stage Scenery:

4. The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

Enclosed and Multiple Story Booths:

7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a structural engineer's stamp certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5 pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.

Exits and Exit access and discharge:

12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in such a manner as to confuse the direction of the exit.
15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times.

Open Flames, Compressed Gases, Explosives and Lasers:

16. The following items may not be used without prior approval of the Fire Marshal.
 - A. Use, display or storage of LPG (Propane or Butane)
 - B. Flammable Liquids or Gas
 - C. Barbeque Grills
 - D. Straw, sawdust, or wood shavings
 - E. Welding or cutting equipment for demonstration purposes
 - F. Gas fired appliances for demonstrations or cooking purposes
 - G. Salamander stoves for demonstrations or cooking purposes
 - H. Lit candles and lanterns for demonstration purposes
 - I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal's office
 - J. Helium filled balloons are not allowed in the Convention Facilities or Alamodome, as per regulations of the facility.
 - K. Hazers/Fog Machines
17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

Cooking and Cooking Appliances:

18. Cooking is permitted on a limited basis. Small electric cook-tops, ovens and skillets will be allowed for warming. When deep fat fryers are permitted, a Class K fire extinguisher shall be provided.
19. Cooking appliances must be placed on non-combustible surface materials and may not be located within two feet of any combustible materials.
20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

Electrical Equipment:

21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
22. All extension cords extending across an aisle or in the path of travel must be secured and or covered to avoid tripping anyone walking across the area.

Vehicles: Liquid- or gas-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:

- A. Batteries are disconnected
- B. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19L) whichever is least.
- C. Fuel tanks and fill openings are closed and sealed to prevent tampering
- D. Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building
- E. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.

- F. A floor plan of the display area must be submitted at least 15 days prior to move-in for the Fire Marshal's approval.
 - G. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
 - H. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.
24. No vehicle shall be parked in designated fire lanes.
25. All vehicles not on display are required to be removed from the building prior to the opening of the event.

Tents

26. Tents and membrane structures used for assembly purposes having an occupant load over 50, and all other occupancies having an area in excess of 1200 square feet shall not be erected, operate or maintained for any purpose without first obtaining a permit and approval from the fire code official. (2015 IFC Amendments, Section 3103.2)
27. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal's office at least 15 days prior to event for approval.

Hazardous Materials:

28. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
29. All hazardous materials require Fire Marshal approval.
30. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

General Regulations:

31. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
32. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
33. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
34. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
35. Whenever compressed gases are used in booth or display area, a "NO SMOKING" sign must be posted.
36. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2015 IFC, Sections 901.4.1 through 901.4.3)
37. Every room or space that is assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2015 IFC, Section 1004.3)
38. In accordance with the International Fire Code "When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted."(2015 IFC, Section 403.1)

NOTICE:

If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the technicians to be licensed and certified by the Texas State Fire Marshal's office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.

FEE SCHEDULE:

Overtime rate for Fire Marshal/Inspector as of October 1, 2008

\$82.40/hr

Overtime is charged after 5:00 pm on weekdays, on weekends and on holidays.
Overtime carries a minimum of 2 hours per occurrence.

PYROTECHNIC DISPLAYS:

All pyrotechnic (fireworks) displays require a permit Size and type of pyrotechnic display will determine whether one or two inspectors will be required to be on site.

1.3 Pyrotechnic Display	2 Inspectors	\$82.40/hr (2 hr minimum)
1.4 Pyrotechnic Display	1 Inspector	\$82.40/hr (2 hr minimum)
Hazing	1 Inspector	\$82.40/hr (2 hr minimum)

OTHER INSPECTIONS:

Vehicle checks: Vehicles will be inspected **PRIOR** to entering building at every event.
Vehicles will be checked at no charge during regular business hours, 7:00 am to 5:00 pm Monday thru Friday
Vehicles arriving after hours, on weekends or on holidays will be inspected at Overtime rate.

Food Booths: Food Booths will be inspected after show set-up, to assure that Food Booths are Code compliant.
Food Booths will be checked no charge during regular business hours, 7:00 am to 5:00 pm Monday thru Friday.
Food Booths set up after hours, on weekends or on holidays will be inspected at Overtime rate.

FLOOR PLAN REVIEW:

Effective October 1, 2008, Ordinance No. 2008-09-11-0777G established a fee schedule for Special Events:

- For plan review and inspections involving floor plans greater than five thousand (5,000) square feet but less than or equal to fifteen thousand (15,000) square feet...\$275.00 + 3% tech fee for a total of \$283.25
- For plan review and inspections involving floor plans exceeding fifteen thousand (15,000) square feet ... \$425.00 + 3% tech fee for a total of \$ 437.75.
- No plan submittal or Assembly Fee required for floor plans less than 5,000 square feet.

These totals are cumulative per event.

REVISED 060116



INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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<p>Dedicated Wired Internet Routers Allowed</p> <p>Connection speeds of 3Mbps and up</p> <p>Required for:</p> <ul style="list-style-type: none"> • Web Casting • HD Streaming • Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Premium Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 10Mbps</p> <p>Recommended for:</p> <ul style="list-style-type: none"> • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads <p>Includes 1 Static Private IP Address</p>	<p>Basic Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 1.54Mbps</p> <p>Recommended for:</p> <ul style="list-style-type: none"> • Email • Surfing the Internet <p>Supports 1 device only</p>
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Wireless services are NOT included on this form – please contact us for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

	QTY	Incentive	Base	On-Site	Total
1. Shared Internet Services – Routers Prohibited					
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
			SUBTOTAL		
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com			ESTIMATED 10% TAX / FEES		
			GRAND TOTAL		

Effective January 1, 2017 – December 31, 2017 Customer No: **2017 - 017 -**

Network Security Declaration

Center: Henry B Gonzalez CC (017) - TX

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2017 - 017 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____

Total # of Devices
Connecting to Smart
City's Network: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature

Date

Printed Name

Title



Floor Plan – Communications Cable

Center: Henry B Gonzalez CC (017) - Tx
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2017 - 017 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.



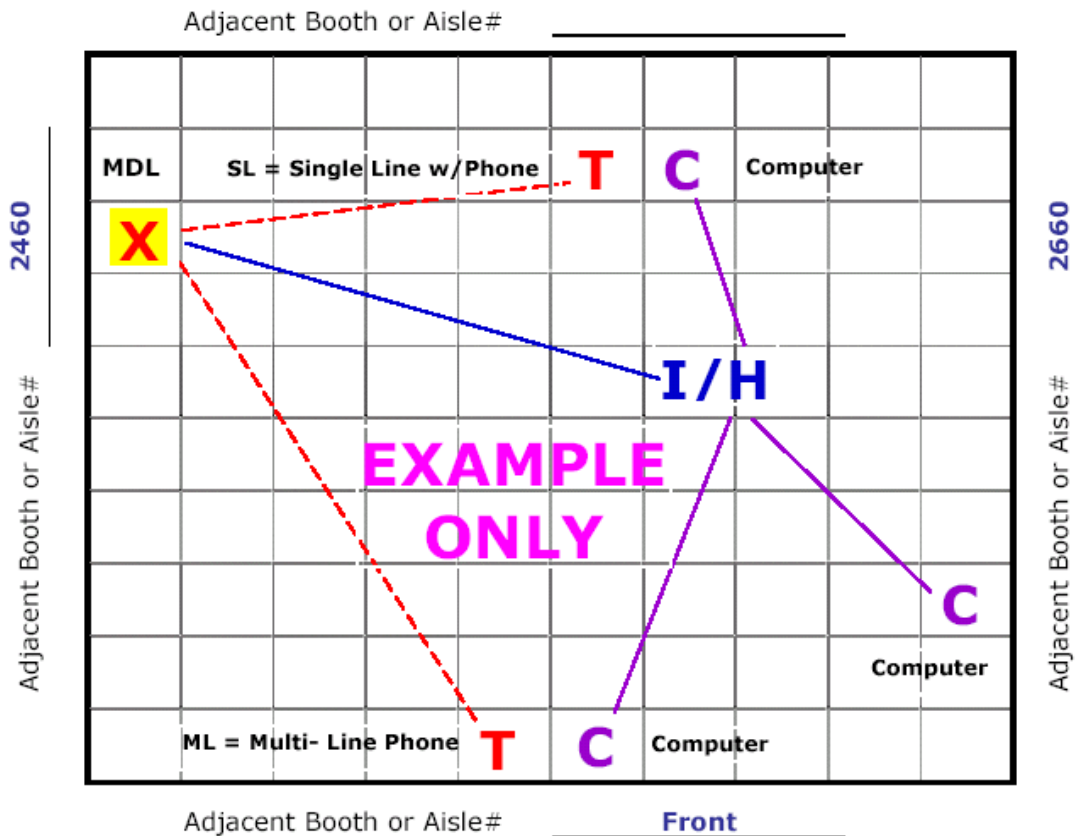
Floor Plan – Communications Cable

Center: Henry B Gonzalez CC (017) - Tx
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1234
 Customer / Ref #: 2017 - 017 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

I / H / PC / C = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 X 20 . **Scale** = 1 Box is equal to 2 ft.

Floor Work / Labor - Communications Cable

Center: Henry B Gonzalez CC (017) - Tx

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2017 - 017 -

Smart City has the exclusive contract to install all voice and data communications cabling. This includes all cabling to booths, **within booths (under carpet and flooring)** and from booth-to-booth. Fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telephone cables fall under Smart City's area of responsibility.

- ❖ **Labor cost** - \$125.00 an hour per technician, with a one hour minimum.
- ❖ **Floor work** - Estimated at 4 cables per tech hour (this is a conservative estimate assuming normal circumstances with timely request for service and a complete floor plan received at least 5 days before show move in. Charges could be greater than our estimate for a variety of reasons such as floor work was ordered late, carpet had already been laid, obstructions / physical structures and other miscellaneous issues that can make cabling more labor intensive and time consuming).
- ❖ **Smart City Cat 5 Cable** - \$50 each (50 ft. cable)

Please select the floor work option that you will require for your booth:

Yes, we will need to order floor work from Smart City for our booth.

_____ Estimated number of labor hours. Please add this to our order.

No, we will not require floor work for our booth. We will not be laying our cables across aisles, across traffic flow areas, under carpet or under flooring.

Please select the cabling option that you will require for your booth:

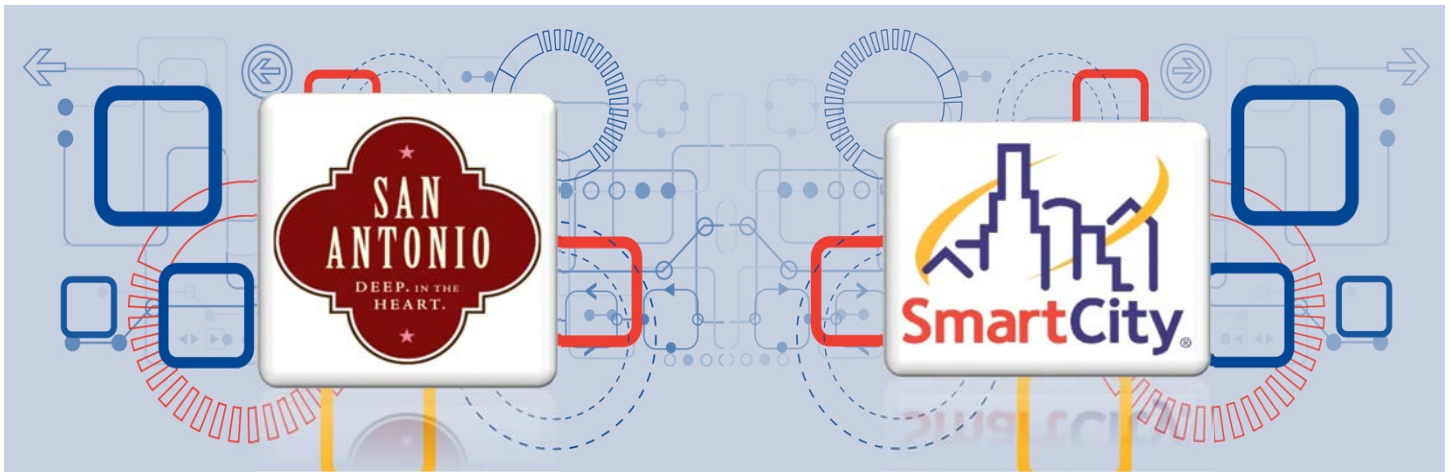
Smart City Provided Cable. We prefer Smart City to provide the cable for our booth.

_____ Number of Cat 5 Cable(s) at \$50 each. Please add this to our order.

Exhibitor Provided Cable. We will provide our own cable for our booth and understand the following:

- We will not be placing cable across aisles, across traffic flow areas, under carpet or under flooring.
- Smart City can only accept cable and cannot accept hubs, routers, switches or other equipment.
- Smart City cannot guarantee service on Customer/Exhibitor provided cable(s) and/or equipment. Connectivity can be guaranteed only to the point where Smart City's services originate in the booth.
- Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City may be billed to the Exhibitor at the prevailing rate (for example, faulty equipment or damaged cable).
- Cable(s) must be shipped two weeks prior to the show opening to:

Smart City
237 Tower of Americas Way
San Antonio, TX 78205



San Antonio Auto & Truck Show

November 9th-12th, 2017

Order 14 days prior to the 1st day of the event move-in for incentive rate.

Incentive deadline for the above event is October 21st, 2017

Smart City is the exclusive telecommunications service provider for the Henry B. Gonzalez Convention Center.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services



To review and order our services visit

<https://orders.smartcitynetworks.com>

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.